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SMALL BUSINESS ADVISORY COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
MINUTES OF ORGANIZATIONAL MEETING

FEBRUARY 18, 1986

CONFERENCE ROOM
100 LARKIN STREET
SAN FRANCISCO, CA 94102

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MEMBERS PRESENT:

COMMISSIONER SUE DANIELSON
COMMISSIONER FLORENCE FANG
COMMISSIONER ELLIOT HOFFMAN
COMMISSIONER SUSAN HUSKISSON
COMMISSIONER BRUCE W. LILIENTHAL
COMMISSIONER ANDRE N. PETTIGREW
COMMISSIONER TERRY PIMSLEUR
COMMISSIONER ROLAND A. QUAN
COMMISSIONER STEVEN H. RASCHER
COMMISSIONER GEORGE V. RODRIGUEZ
COMMISSIONER CHARLES S. WARNER

STAFF PRESENT:

WILLIAM A. WITTE
SUE LEE
JEANNE BROOKS
LUIS ESPINOZA
GAIL GOLDMAN
DOROTHY COX
JOHN YEE
JACK PIZZA, CITY ATTORNEY

Call to Order

The meeting was called to order by William Witte, Executive Director of the Mayor's Office of Housing, Economic Development, and Small Business.

Report by Executive Director

Mr. Witte briefly introduced the members of his staff who were present, including Ms. Sue Lee, who will be the Commission's Secretary.

Report by Legal Counsel

Mr. Pizza presented a memo describing the ordinance creating the Commission, the relevant sections of the Charter, and the Brown Act governing the actions of the Commission. He also explained that it was necessary for the Commission to adopt rules and regulations in order to function under the ordinance. Prior to the adoption of such rules, Mr. Pizza suggested that the Commission elect an interim president to conduct meetings. A set of proposed rules of order will be prepared by the City Attorney for adoption by the Commission at its next meeting.

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Election of interim President

Mr. Witte opened the floor for nominations for interim President of the Mayor's Small Business Advisory Commission. Commissioner Hoffman nominated Commissioner Bruce Lilienthal, seconded by Commissioner Fang. Nominations were closed, Commissioner Lilienthal was unanimously elected.

Terms of Commissioners

Lots were drawn by the Commissioners to determine which six (6) commissioners would serve four years and which five (5) would serve two years. The results of the drawing are as follows:

Commissioner Danielson - four years
Commissioner Fang - two years
Commissioner Hoffman - four years
Commissioner Huskisson - two years
Commissioner Lilienthal - four years
Commissioner Pettigrew - two years
Commissioner Pimsleur - two years
Commissioner Quan - two years
Commissioner Rascher - four years
Commissioner Rodriguez - four years
Commissioner Warner - four years

Future Meetings and Agendas

The members of the Commissioner unanimously agreed that the regular meeting of the Commission shall be held every second Monday of the month, at 5:00 P.M., at Room 282 City Hall. The next meeting of the Commission is scheduled for March 10, 1986, at 5:00 P.M.

As advised by the City Attorney, the Commission agreed that adoption of rules and regulations would be on the agenda of the March 10th meeting. Draft rules and regulations will be transmitted to the members of the Commission prior to the meeting.

Mr. Witte advised the Commission that the Director of City Planning, Dean Macris had requested an opportunity to brief the Commissioners on the status of various City Planning Department studies affecting small business in the City and County. The Commission agreed that Mr. Macris should be invited to make a presentation at the March 10th meeting.

Mr. Witte also advised the Commission of a request from the Board of Supervisors Planning, Housing and Development Committee regarding escalating commercial rents in North Beach. The Commission requested staff to acknowledge receipt of the Board's request and that a response will be forthcoming once the Commission is organized.

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The Commission briefly discussed its mandate of four public hearings a year. The Commission decided to hold its first public hearing in April. The Commission also decided to consider topics for future hearings at the March meeting.

The Commission agreed that items on the March 10th agenda would be:

a) adoption of rules and regulations
b) briefing by Mr. Macris
c) discussion of first public hearing in April
d) consideration of future public hearing topics

Subcommittee Structure

Commission members discussed the need to form standing committees or subcommittees of the Commission in order to deal effectively with issues. Commissioner Rodriguez moved that President Lilienthal appoint a three person committee to work with staff on a committee structure for the Commission, seconded by Commissioner Hoffman, and adopted. Commissioners Pettigrew, Huskisson, and Pimsleur were appointed. The proposal will be transmitted to the members of the Commission prior to the next meeting.

Members of the public

President Lilienthal invited guests to briefly introduce themselves.
Guests present: Homer Hobi, George Raya
Mr. Hobi presented a copy of draft legislation on commercial rent stabilization and arbitration for the Commission's review.

Adjournment

The meeting was adjourned at 7:20 P.M.

MAYOR'S SMALL BUSINESS ADVISORY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

DIANNE FEINSTEIN
MAYOR

WILLIAM A. WITTE
EXECUTIVE DIRECTOR

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CITY AND COUNTY OF SAN FRANCISCO

SMALL BUSINESS ADVISORY COMMISSION

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN THAT THE SMALL BUSINESS ADVISORY COMMISSION WILL HOLD ITS REGULAR MONTHLY MEETING EVERY SECOND MONDAY IN ROOM 282 CITY HALL AT 5:00 P.M. THE FIRST SUCH MEETING WILL BE HELD ON MARCH 10, 1986. THE CALENDAR FOR THIS MEETING INCLUDES THE ADOPTION OF THE COMMISSION'S RULES OF ORDER. COPIES OF THE MEETING CALENDAR AND DRAFT RULES OF ORDER ARE AVAILABLE TO THE PUBLIC AT THE COMMISSION'S OFFICE LOCATED AT 100 LARKIN STREET.

SUE LEE, COMMISSION SECRETARY
SMALL BUSINESS ADVISORY COMMISSION
100 LARKIN STREET
SAN FRANCISCO, CA 94102
(415) 558-5383

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MAYOR'S SMALL BUSINESS ADVISORY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

DIANNE FEINSTEIN
MAYOR

WILLIAM A. WITTE
EXECUTIVE DIRECTOR

REGULAR MEETING

MARCH 10, 1986

ROOM 282 CITY HALL

5:00 P.M.

CALENDAR

ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. CALENDAR MATTERS
   - A. ADOPTION OF RULES AND REGULATIONS

     DISCUSSION OF COMMITTEE STRUCTURE
   - B. BRIEFING BY DIRECTOR OF CITY PLANNING
   - C. DISCUSSION OF PUBLIC HEARING IN APRIL
   - D. CONSIDERATION OF FUTURE PUBLIC HEARINGS
7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS
8. ADJOURNMENT

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MAYOR'S SMALL BUSINESS ADVISORY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

DIANNE FEINSTEIN
MAYOR

WILLIAM A. WITTE
EXECUTIVE DIRECTOR

MINUTES

REGULAR MEETING

MARCH 10, 1986

ROOM 282, CITY HALL

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1. CALL TO ORDER

The meeting was called to order by Acting President Lilienthal at 5 o'clock.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present and constituted a quorum: Danielson, Fang, Hoffman, Huskisson, Lilienthal, Pettigrew, Quan, Rascher, and Warner.

Commissioner Lilienthal stated that Commissioner Pimsleur was out of town and requested to be excused from the meeting. A motion was approved to excuse Commissioner Pimsleur from this meeting.

Commissioner Rodriguez arrived just after the roll call.

3. APPROVAL OF MINUTES

The minutes of the organizational meeting on February 18, 1986 were approved unanimously.

4. COMMUNICATIONS

The Commission Secretary reported that no written communications had been received.

5. REPORT OF THE DIRECTOR

Bill Witte, Executive Director of the Mayor's Office of Housing, Economic Development and Small Business, first introduced staff members who were present at the meeting - Susan Nakata, Gail Goldman, and Jeanne Brooks, and Jack Pizza, Deputy City Attorney.

Housekeeping items: the following phone number will be designated as the Small Business Advisory Commission's permanent number - 558-5687. Stationary will be printed with the names of the Commissioners and the Commission's presiding officers.

Reception honoring Small Business Advisory Commission: The Mayor has been requested to co-sponsor a reception with the Small Business Network in the City Hall Rotunda. A response from the Mayor will be forthcoming in the next week.

Telephone requests from the Board of Supervisors: Supervisor Kopp has requested that the Commission be present at a Finance Committee hearing on March 19, 1986 regarding escalating rents at the Pier 39 development. Supervisor Renne has requested the Commission's input at a Finance Committee hearing on the diffulties of obtaining insurance, also on March 19.

6. CALENDAR MATTERS

A. ADOPTION OF RULES OF ORDER

After discussion by the Commissioners, the following changes were incorporated in the rules of order:

Rule 8: change to read "The Commission shall hold a regular meeting at Room 282, City Hall at 5:00 p.m. every 2nd Monday, unless it be a holiday, in which case the meeting shall be held on the next Monday which is not a holiday."

Rule 10, paragraph 4: add "Such waiver may be given by telegram, or electronic media."

Rule 21, paragraph b): add "... person is representing; d) address; e) phone number; f) the subject ... "

The Rules of Order were then adopted unanimously by the Commission.

DISCUSSION OF COMMITTEE STRUCTURE

Commissioner Pettigrew stated that the subcommittee's rationale for the proposed structure was to 1) address the Commission's legislative mandate, and 2) assure that all Commissioners participate fully in Commission's activities. Commissioner Huskisson explained that an optional committee structure had been developed with the assistance of a professional facilitator with two objectives in mind -- to be responsive to the public and to be an effective Commission.

After extensive discussion by the Commission, a consensus was reached that the Commission President use his discretion in assigning appropriate responsibilities to individual Commissioners using the proposed optional structure as a guideline for the next two months.

B. BRIEFING BY DIRECTOR OF CITY PLANNING

Dean Macris, Director of the Department of City Planning, gave a brief overview of the responsibilities of the Planning Commission, and expressed the department's desire for input from the Small Business Commission on zoning proposals for Neighborhood/Commercial Districts and the South of Market.

Robin Jones, Project Manager for the Neighborhood/Commercial Districts rezoning, briefly described the status of the Department's proposal.

Susanna Montana, Project Manager for the South of Market rezoning, then briefly described the Department's proposal for that area.

At the conclusion of the briefing, Mr. Macris stated that the Department will provide the Small Business Commission with timefram for both the Neighborhood/Commercial rezoning and South of Market study and identify the appropriate stages for input by the Commission.

Commissioner Quan asked Mr. Macris how smaller scale projects can be processed more quickly through the Planning Department. Mr. Macris responded that any development project takes at least one year to process, primarily due to two factors -- the requirements imposed by the California Environmental Quality Act, and the enormous amount of citizen interest and involvement in specific projects.

President Lilienthal now suggested a change in the order of business to take comments from the public, and then continue with the calendar.

PUBLIC COMMENT

Kay Yu, San Francisco Chamber of Commerce:
Offered a proposal for the Commission's review and endorsement regarding the mediation of commercial rent disputes. Six organizations, including the SF Chamber of Commerce, Real Estate Managers Association, Building Owners Management Association, Coalition for Better Housing, and the Board of Realtors would develop a pool of professional mediators, who would mediate commercial rent disputes referred through the Mayor's Office of

Housing and Economic Development. Only disputes involving "small businesses" would be eligible for this service. "Small Business" would be defined as a tenant with gross annual sales of less than $1 million and/or involving space of not more than 5000 square feet.

Ms. Yu stated that a formal proposal will be transmitted to the Commission after the Chamber of Commerce formally endorses the proposal.

Mervyn Silverberg, San Franciscans for Neighborhood Enterprise:
Urged the Commission to take action to ameliorate the commercial rent problem. Emphasized the need for the Commission to deal with neighborhood commercial zoning. Downzoning of commercial neighborhoods is a problem. Must examine changing business climate.

Bill Johns, North Point Shopping Center tenant:
Being forced out of business by landlord. Requested that the Commission take action to stop the closing of the North Point Mall. Presented copies of news articles and correspondence regarding his case.

Dan Cassell, Network Marketing:
Urged the Commission to reach out to businesses that are traditionally unrepresented by business organizations.

7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS

Commissioner Danielson:
a) need for neighborhood economic impact reports

Commissioner Fang:
a) rent control issue
b) insurance crisis.

Commissioner Hoffman:
a) future of the SBA, write letters to appropriate individuals to save the SBA.

Huskisson:
a) liability insurance.
b) Announced that Golden Gate University has offerred its graduate program to assist in any research projects that the Commission may wish to pursue.

Quan:
a) prevailing wage legislation in regard to industrial development bonds has been tabled by the Board of Supervisors.
b) job retention legislation has been passed for second reading at the Board of Supervisors. Suggests that the Commission oppose the legislation.
c) building permits for small developments should be expedited.
d) gross receipts tax should be changed. Firms should not be penalized for hiring more employees. Consider a tax credit instead.
e) set specific time for public comment at Commission meetings

Rodriguez:
a) economic development of certain districts -- Mission, Third Street, Hunter's Point.

Warner:
a) future of SBA

6. CALENDAR MATTERS (CONTINUED)

C. DISCUSSION OF PUBLIC HEARING IN APRIL

The Commission reached a consensus that the April meeting will be a public hearing/open forum for members of the public to come and talk about any topic. Several Commissioners expressed their view that the hearing was primarily a fact-finding efforts for the Commission. It was suggested that a specific time be announced in advance for comments on commercial rents so as to allow time for other topics to be presented to the Commission. After some discussion regarding pre-registration, it was left up to staff to handle logistics of the hearing.

ELECTION OF OFFICERS

Acting President Lilienthal opened the floor for nominations for President of the Commission. Commissioner Rodriguez nominated Commissioner Lilienthal, seconded by Commissioner Huskisson. There being no further nominations, nominations were closed. President Lilienthal was then elected unanimously.

President Lilienthal opened the floor for nominations for Vice President. Commissioner Pettigrew nominated Commissioner Huskisson, seconded by Commissioner Hoffman. There being no further nominations, nominations were closed. Commissioner Huskisson was then elected unanimously.

7. NEW BUSINESS (CONTINUED)

A motion was approved unanimously for the Commission to write letters to the appropriate Congressional representatives to oppose the elimination of the U.S. Small Business Administration.

A motion was approved by a vote of 6 to 4 for the Commission to write a letter to the Board of Supervisors opposing legislation requiring a successful bidder to hire the employees of the previous contractor.

8. ADJOURNMENT

The meeting was adjourned by President Lilienthal at 9:20 P.M.

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MAYOR'S SMALL BUSINESS ADVISORY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

DIANNE FEINSTEIN
MAYOR

WILLIAM A. WITTE
EXECUTIVE DIRECTOR

REGULAR MEETING

MONDAY

APRIL 14, 1986

ROOM 282 CITY HALL

5:00 P.M.

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NOTICE OF MEETING AND CALENDAR

ORDER OF BUSINESS

5:00 P.M.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS

5:30 P.M.

7. CALENDAR MATTERS

   A. PUBLIC HEARING ON ISSUES EFFECTING SMALL BUSINESS

8. ADJOURNMENT

MAYOR'S SMALL BUSINESS ADVISORY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

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DIANNE FEINSTEIN
MAYOR

WILLIAM A. WITTE
EXECUTIVE DIRECTOR

MINUTES

REGULAR MEETING

APRIL 14, 1986

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1. CALL TO ORDER

The meeting was called to order by President Lilienthal at 5 o'clock.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present and constituted a quorum: Danielson, Hoffman, Huskisson, Lilienthal, Pettigrew, Quan, Rascher, and Rodriguez.

Commissioner Lilienthal stated that Commissioners Fang and Warner would be absent. Commissioner Fang because she was out of the country, and Commissioner Warner because of an injury. A motion was approved excusing the two Commissioners from the meeting.

3. APPROVAL OF MINUTES

The minutes of the March 10, 1986 meeting were approved unanimously.

4. COMMUNICATIONS

Mr. Bill Witte, Executive Director, made the following report. Two written communications were received from Board of Supervisors. One from Supervisor Walker requesting Commission to undertake economic base analysis and development of public investment strategies for depressed commercial areas in the City. The second communication is a request from Supervisor Maher to support his proposal to limit heights in South of Market rezoning area to 50 feet to preserve small and medium size businesses.

These communications are in addition to the previously received requests from the Planning, Housing and Development Committee of the Board of Supervisors to take a look at two commercial rent control proposals.

5. REPORT OF THE DIRECTOR

Status of rent control legislation at the Board of Supervisors:
Two hearings on the general subject have been held. No legislation pending, except for Supervisor Silver's proposal, which would institute procedures to initiate historic district designation to protect small businesses.

MOHED has not received any written information from the Chamber of Commerce regarding the voluntary rent mediation proposal presented at the last Commission meeting.

Earlier today, the full Board of Supervisors tabled the legislation requiring private contractors to hire the employees of the previous contractor.

Supervisor Kopp's hearing on Pier 39 tenants resulted in legislation requesting modifications to lease agreements between the Port and its tenants to the City to have authority over sub-leases.

Supervisor Renne has rescheduled her hearing on the difficulties of obtaining insurance for Wednesday, April 23rd.

Bayview Industrial Park Fire
The City has initiated process to obtain disaster loan relief from the SBA through the State Office of Emergency Services. MOHED is working on a low interest loan program as interim assistance to these businesses for re-tooling and relocation. Also working on a private loan pool through a consortium of corporate foundations and banks to work in tandem or outside of the City's loan pool.

Public relations in preparation for this hearing.
Media and press releases to major television, radio and newspapers. Ads were run in the Sun Reporter, East/West, bilingual ad in Tiempo Latino, The press release was translated and run in the Asian press. Public service announcements aired on various radio stations. Letters sent to individual business owners. Announcements printed in the business calendars of various publications.

6. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS

Commissioner Danielson -- Commission take action to oppose elimination of the SBA

Commissioner Pettigrew -- As a response to the attack on affirmative action programs by Clarence Pendleton, Chairman of the U.S. Civil Rights Commission, the City and County should, at some time in the future, aggressively pursue and prosecute those companies that fraudulently pose as minority firms.

Commissioner Rodriguez -- expand on Supervisor Walker's request to development of public investment strategy

Commissioner Lilienthal -- Thursday, April 17, 12 Noon, kick-off event for San Francisco Alive; Date for reception honoring Commissioners has been set.

7. CALENDAR MATTERS

5:30 P.M. PUBLIC HEARING
Introduction of Commissioners by President
Areas of responsibility by Commissioner

- Danielson - traffic and transportation
- Fang - minorities
- Hoffman - national & state legislation, proposed leg
- Huskisson - communication between Commission and public
- Pettigrew - finance
- Pimsleur - planning and zoning
- Quan - research and data collection
- Rascher - crime and public safety
- Rodriguez - economic development
- Warner - staff liaison

SUMMARY OF COMMENTS FROM MEMBERS OF THE PUBLIC
see attachment

8. ADJOURNMENT

The meeting was adjourned by President Lilienthal at 8:45 P.M.

SUMMARY OF COMMENTS PRESENTED AT APRIL 14TH PUBLIC HEARING

	NAME	BUSINESS/ORGANIZATION	ISSUES	RECOMMENDATIONS	COMMISSIONER
1	CONSTANCE HUTCHASON	JUDAH ST MERCHANTS & PROPERTY OWNERS	OPPOSE PAYROLL/GR RECPTS TAX FOR NEW BUS OPPOSE DOWNZONING OF OUTER SUNSET	TAX ONE OR TAX NONE NO PREFERENTIAL TREATMENT	HOFFMAN PETTIGREW PIMSLEUR
2	MYRA KAPLAN	POTTERY BY MYRA KAPLAN (CLEMENT ST)	COMMERCIAL RENT CONTROL PARKING		DANIELSON PIMSLEUR
3	MAUREEN O'RORKE	POLK DISTRICT MERCHANTS	FRANCHISES CRIME, PROSTITUTION, DRUGS COMMERCIAL RENT CONTROL	NEED ECON IMPACT STUDY OF FRANCHISES CREATE TASK FORCE	RASCHER PIMSLEUR
4	AARON CHONG	ASIAN, INC	PARKING FINANCING FOR SM BUS $10-60,000 DOWNZONING OF HOUSING AFFECTS SM BUS	MOHED DEVELOP FINANCING PROGRAM	DANIELSON PETTIGREW PIMSLEUR
5	COLLEEN SPALTEHOLZ	CLEMENT ST MERCHANTS	PARKING-MERCHANTS PLUGGING METERS COMMERCIAL RENTS BUSINESSES CARRY UNFAIR $BURDEN IN MIXED USE BLDGS		DANIELSON PIMSLEUR HOFFMAN
6	ARTHUR LAZERE	SMALL BUSINESS NETWORK		COLLECT DATA ON SM BUS IN SF DON'T AVOID CONTROVERSIAL ISSUES	QUAN
7	H.J. RILEY	PRINTING INDUSTRIES OF NORTHERN CALIF.	SM PRINTERS LEAVING SF	PRINTING CENTER PROJECT	RODRIGUEZ
8	MARK BUELL		ANALYSIS OF BUS IN C-3 AREAS		QUAN
9	BRAD PAUL	COALITION TO SAVE NORTH BEACH	ESCALATING RENTS IN NORTH BEACH	BINDING ARBITRATION IN COMM RENT DISPUTE	PIMSLEUR

	NAME	BUSINESS/ORGANIZATION	ISSUES	RECOMMENDATIONS	COMMISSIONER
10	JANE WINSLOW	TELEGRAPH HILL DWELLERS	NORTH BEACH COMMERCIAL RENTS	BINDING RENT ARBITRATION EDUCATE LANDLORDS ON WHAT ZONING ALLOWS	PINSLEUR
11	RICHARD TOM	COPY FACTORY	CITY NOT RESPONSIVE TO SM BUS	QUESTIONNAIRE SURVEY OF SM BUS FOR SUGGESTIONS	WARNER
12	HENRY TOMBARI	CAFE AMERICAIN	CITY SHOULD SUPPORT MORE SM BUS PARKING IN NORTH BEACH TECHNICAL ASSISTANCE NEEDS OF SM BUS	UTILIZE SM BUS RESOURCES FROM LOCAL UNIVERSITIES CONSTRUCT PARKING FACILITIES PUBLISH NEWSLETTER FOR SMALL BUSINESSES	QUAN DANIELSON
13	HANS ROENAU	GEORGE LITHOGRAPH CO.	AFFORDABLE/APPROPRIATE SPACE FOR PRINTER		RODRIGUEZ PETTIGREW
14	VIRGILIO TALAU	OCAMPO-TALAU	FINANCING FOR NEW SM BUSINESSES HIGH RENTS		PETTIGREW PINSLEUR
15	LESLEY LEONHARDT	UNION STREET MERCHANTS	NEIGH/COMMERCIAL ZONING STUDY COMMERCIAL RENT ARBITRATION PROCESS ASSESS ECON IMPACT OF NEW DEVELOPMENTS PARKING		PINSLEUR DANIELSON RODRIGUEZ
16	ELEANOR DAVIS	SAN FRANCISCO OUTLOOK	ESCALATING COMMERCIAL RENTS PARKING	RENT ARBITRATION MORE STUDY OF NEIGHBORHOOD STRIPS	DANIELSON PINSLEUR
17	ALTA FLY	BAYVIEW INDUSTRIAL PARK FIRE	ASSISTANCE TO ARTISTS/CRAFTSPEOPLE	CITY CREATE SAFE/AFFORDABLE SPACE	PINSLEUR
18	CHRISTOPHER MARTIN	FISHERMAN'S WHARF ASSOCIATION	PRESERVE/ENHANCE RETAIL	STUDY RETAIL IN NEIGHBORHOODS	QUAN PINSLEUR

	NAME	BUSINESS/ORGANIZATION	ISSUES	RECOMMENDATIONS	COMMISSIONER
19	DAN KASSELL	POTRERO BOOSTERS/NETWORK MARKETING	ETHICS & INTEGRITY IN SM BUS RENT ARBITRATION/MEDIATION	COMMISSION DEVELOP ETHICS CODE	PIMSLEUR
20	JO LIANA KING	FRANCISCAN SYSTEMS & GRAPHICS	SURVIVAL OF SOUTH OF MARKET BUSINESSES		PIMSLEUR
21	JANET BROWN	SM BUS COUNCIL/CHAMBER OF COMMERCE	PARKING GRAFFITI CLEAN-UP; CRIME ZONING	EDUCATE PUBLIC ABOUT CITY'S PLANS COLLECT AVAILABLE STUDIES	DANIELSON RASCHER PIMSLEUR QUAN
22	ROBERT SWITZER	MISSION ECONOMIC DEVELOPMENT ASSN	DATA COLLECTION NEED OVERALL ECON DEV PLAN CAPITAL DEVELOPMENT STRATEGY	EMPOWER CBOS TO COLLECT NEIGHBORHOOD DATA	QUAN RODRIGUEZ
23	GARY YOUNGER	PORTOLA MERCHANTS ASSOCIATION	REVITALIZE BAYVIEW & PORTOLA VALLEY CRIME/PUBLIC SAFETY	NEED MORE $ TO PROTECT NEIGHBORHOODS POLICE SHOULD WORK CLOSER W/NEIGHBORHOOD	RASCHER PIMSLEUR
24	MALCOLM THORNLEY	SOUTH OF ARMY/MISSION MERCHANTS	NEIGH/COMM ZONING:EFFECTS OF RESTRICTION GRAFFITI/VANDALISM LIABILITY INSURANCE PARKING	CITY REDUCE REQUIREMENTS FOR INSURANCE	PIMSLEUR RASCHER HUSKISSON DANIELSON
25	BRUCE BRUGMAN	BAY GUARDIAN	OPPOSE SBA ELIMINATION DATA COLLECTION (BIRCH STUDY)	COMMISSION USE DATA TO FORM POLICY	HOFFMAN QUAN

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MAYOR'S SMALL BUSINESS ADVISORY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

DIANNE FEINSTEIN
MAYOR

WILLIAM A. WITTE
EXECUTIVE DIRECTOR

NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

MAY 12, 1986

ROOM 282 CITY HALL

5:00 P.M.

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ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES OF APRIL 14, 1986 MEETING
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. CALENDAR MATTERS

   OLD BUSINESS

   A. FOLLOW-UP TO APRIL HEARING

   B. REPORTS FROM COMMISSIONERS

   NEW BUSINESS

   C. CONSIDERATION OF REQUEST TO SUPPORT HEIGHT LIMIT FOR SOUTH OF MARKET STUDY AREA

   D. CONSIDERATION OF REQUEST TO PERFORM ECONOMIC BASE ANALYSIS OF NEIGHBORHOOD/COMMERCIAL DISTRICTS AND DEVELOP INVESTMENT STRATEGIES FOR DISTRESSED NEIGHBORHOODS

   E. CONSIDERATION OF ECONOMIC EFFECTS OF AIDS ON SMALL BUSINESSES

   F. ADOPTION OF CONFLICT OF INTEREST CODE

7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS
8. ADJOURNMENT

*** PLEASE NOTE THAT THE PRESIDENT OF THE COMMISSION HAS THE DISCRETION TO PERMIT MEMBERS OF THE PUBLIC TO COMMENT ON MATTERS RELATING TO SMALL BUSINESS AT ANY COMMISSION MEETING.

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SMALL BUSINESS ADVISORY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

DIANNE FEINSTEIN
MAYOR

WILLIAM A. WITTE
EXECUTIVE DIRECTOR

UCE LILIENTHAL
SIDENT

SAN HUSKISSON
E PRESIDENT

DANIELSON
RENCE FANG
OT HOFFMAN
RE PETTIGREW
RY PIMSLEUR
AND QUAN
VEN RASCHER
RGE RODRIGUEZ
RLES WARNER

MINUTES

REGULAR MEETING

MAY 12, 1986

ROOM 282, CITY HALL

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1. CALL TO ORDER

The meeting was called to order by President Lilienthal at 5:05 p.m.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present and constituted a quorum: Danielson, Fang, Hoffman, Lilienthal, Pettigrew, Quan, Rascher, Rodriguez, and Warner.

Commissioner Lilienthal stated that Commissioner Huskisson had requested to be excused from the meeting. A motion to excuse Commissioner Huskisson was approved.

3. APPROVAL OF MINUTES

The minutes of the April 14, 1986 meeting were approved unanimously.

4. COMMUNICATIONS

There were no communications to report.

5. REPORT OF THE DIRECTOR

The Director was asked to report on the Commission's April hearing. Mr. Witte mentioned that two documents had been prepared by staff summarizing the April hearing. One summary, attached to the minutes for the April meeting, lists the speakers, topics of concern, and identifies each Commissioner's area of responsibility. The second document divides the issues into two general categories a) issues that are under the jurisdiction of other boards, commissions, or city departments, and b) those issues that the Small Business Advisory Commission might wish to take on.

6. CALENDAR MATTERS

A. FOLLOW-UP TO APRIL HEARING

See Director's report above.

B. REPORTS FROM COMMISSIONERS

Commissioner Danielson: has met with Ray King, Director of the Parking Authority and has discovered the Neighborhood Parking Plan. Will be meeting with the Department of Public Works to pursue diagonal parking solutions for Clement Street parking problems.

Commissioner Hoffman: regarding efforts to prevent the elimination of the SBA by the Reagan Administration, the acting administrator, Mr. Heatherly, has created such an uproar that the SBA is no longer threatened for now. The Northern California Delegation to the White House Conference on Small Business has adopted a resolution calling for elevating the administrator of the SBA to a cabinet level position. It is hoped that this resolution will be supported by the entire California delegation to the White House conference.

Commissioner Huskisson: in her absence, President Lilienthal read Commissioner Huskisson's letter suggesting various actions by the Commission as a follow-up to the April public hearing. (See letter attached)

Commissioner Pimsleur: intends to convene a committee meeting to study the South of Market height proposal in the next month and formulate a recommendation for the Commission to adopt at the Commission's June meeting.

Commissioner Quan: has made an assessment of studies already compiled on small business in San Francisco. Met with MOHED staff and received a preliminary list of plans and studies and data sources. Met with Planning Commissioner Dick Allen regarding data collection by the Department of City Planning. Commissioner Allen also suggested meeting with Golden Gate University, which has already proposed doing some research for the SF Chamber of Commerce.

C. CONSIDERATION OF REQUEST TO SUPPORT HEIGHT LIMIT FOR SOUTH OF MARKET STUDY AREA

Susana Montana, project manager for the South of Market rezoning, Department of City Planning, described the proposed height limits and rationale for the South of Market study. City Planning is trying to consolidate the various use districts and

accompanying height limits which correspond to floor to ceiling heights needed by the types of businesses being designated for the area. South of Market is being zoned for service and light industry, general commercial and housing. Most of these uses only utilize the first and second stories of a building. There would be no incentive to allow buildings taller than 50 feet because the upper stories would be of no use to the types of businesses targeted for the South of Market.

George Raya: supports South of Market Plan in general, recommends that the night time entertainment district include Harrison Street.

John Behanna: 63 Bluxome Street, former Oakland Car Assembly Plant, member of South of Market businessmen's association, urges the retention of 3 and 4 story buildings, supports plan in general.

This item will be continued to the June meeting for consideration.

D. CONSIDERATION OF REQUEST TO PERFORM ECONOMIC BASE ANALYSIS OF NEIGHBORHOOD COMMERCIAL DISTRICTS AND DEVELOP INVESTMENT STRATEGIES FOR DISTRESSED NEIGHBORHOODS

This item was referred for consideration to the Data and Reseach Committee (Commissioner Quan) and the Economic Development Committee (Commissioner's Rodriguez and Warner)

E. CONSIDERATION OF ECONOMIC EFFECTS OF AIDS ON SMALL BUSINESSES

Presentation by George Raya: Statistical information unavailable on how businesses have been effected.

Comments by Arthur Lazere: Primary difficulty is that information from the gay community is not forthcoming for a number of reasons. The fact is that many small businesses are disappearing because their owners are dying of AIDS. Small Business Advisory Commission cannot really do anything about the problem.

F. ADOPTION OF CONFLICT OF INTEREST CODE

No action was taken on this item since the City Attorney in consultation with the Fair Political Practices Commission has ruled that it is not necessary for the Small Business Advisory Commission to adopt such a code nor file economic interest statements at this time.

** PUBLIC TESTIMONY

At this time, President Lilienthal opened the floor to members of the public to speak on any topic relating to small business in the City.

Barbara Southern, CEO, The Kearny Group:
presented information on small business incubator concept, requested Commission review and possible endorsement.

Pansy Ponzio Waller, Human Rights Commission:
presented greetings from Mr. Grant Mickens, Director, Human Rights Commission, offerred assistance of HRC in endeavors of the Commission.

John Behanna:
raised issue of small businesses facing escalating insurance costs and possibility of City assistance.

At this time, Mr. Witte was asked to report on Supervisor Renne's hearing on the insurance crisis. Mr. Witte explained that the hearing was focused primarily on the problems that city departments were encountering in obtaining insurance.

7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS

President Lilienthal announced that the following week May 19 was National Small Business Week. He also mentioned that the SF Chronicle of May 12th carried an extensive section on small business. The reception honoring the Small Business Commission will be held on Wednesday, June 25th, from 5 to 7 PM, in the Green Room of the Veteran's Building.

Commissioner Warner: Announced that the USS Missouri would be in the San Francisco area for a week beginning June 29th.

Commissioner Pimsleur: Announced that the Police Department has recently changed their classification of street fairs from non-profit to commercial events, thus possibly triggering cost increases for permits.

After considerable discussion by various Commissioners, the following committees will meet during the next month and will report to the Commission in June:

Data Collection and Research - Commissioner Quan
Economic Development - Commissioner Rodriguez
Commercial Rent/Leasing Problems - Commissioners Hoffman, Rascher, and Danielson

8. ADJOURNMENT

The meeting was adjourned by President Lilienthal at 8:00 P.M.

Susan Huskisson

RECOMMENDATIONS FOR MAY 12 SBAC MEETING

Based upon the April 14 public meeting, I recommend that the SBAC follow up on the issues raised there by:

Categorizing all major issues by Commission members' "areas of responsibility."

Ask members to make tentative comments and/or recommendations to Commission about major issues from the public meeting (as identified in their area of responsibility).

Ask members to identify further any issues within their area of responsibility, perhaps brought to their attention at another time.

Members may comment on key issues during the May 12 meeting in order to obtain full Commission feedback on items.

Based upon feedback and further study by individual members, Commissioners should be prepared to provide specific recommendations with priorities for these issues at the June Commission meeting.

Encourage members to prepare written summaries of first and second cut of issue priorities and recommendations and to distribute summaries to other members in advance of meetings.

The June meeting can be used to vote on specific actions that should be taken by the SBAC, with priorities for those actions.

SMALL BUSINESS ADVISORY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

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EXECUTIVE DIRECTOR

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AND QUAN
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ARLES WARNER

NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

JUNE 9, 1986

ROOM 282 CITY HALL

5:00 P.M.

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ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FOR MAY MEETING
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. CALENDAR MATTERS

   OLD BUSINESS

   A. COMMITTEE REPORTS

      1) ZONING COMMITTEE - CONSIDERATION OF REQUEST TO SUPPORT HEIGHT LIMIT FOR SOUTH OF MARKET STUDY AREA
      2) DATA AND RESEARCH COMMITTEE/ECONOMIC DEVELOPMENT COMMITTEE
      3) COMMERCIAL LEASING COMMITTEE

   NEW BUSINESS

   B. DISCUSSION OF PROPOSED SYMPOSIUM REGARDING SMALL BUSINESS DATA COLLECTION

   C. DISCUSSION OF PROPOSED GENERAL FUND $3 MILLION ECONOMIC DEVELOPMENT/SMALL BUSINESS REVOLVING LOAN POOL

7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS
8. ADJOURNMENT

*** PLEASE NOTE THAT THE PRESIDENT OF THE COMMISSION HAS THE DISCRETION TO PERMIT MEMBERS OF THE PUBLIC TO COMMENT ON MATTERS RELATING TO SMALL BUSINESS AT ANY COMMISSION MEETING.

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NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

JUNE 9, 1986

ROOM 282 CITY HALL

5:00 P.M.

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ORDER OF BUSINESS

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES FOR MAY 12, 1986 MEETING

4. COMMUNICATIONS

5. REPORT OF THE DIRECTOR

6. CALENDAR MATTERS
   A. OLD BUSINESS
      COMMITTEE REPORTS
      1) COMMERCIAL LEASING COMMITTEE
      2) DATA AND RESEARCH COMMITTEE
      3) ZONING COMMITTEE
         CONSIDERATION OF REQUEST TO SUPPORT HEIGHT LIMIT FOR SOUTH OF MARKET STUDY AREA

   B. NEW BUSINESS
      1) DISCUSSION OF PROPOSED SYMPOSIUM REGARDING SMALL BUSINESS DATA COLLECTION
      2) DISCUSSION OF PROPOSED GENERAL FUND $3 MILLION ECONOMIC DEVELOPMENT/SMALL BUSINESS REVOLVING LOAN POOL

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MINUTES

REGULAR MEETING

JUNE 9, 1986

ROOM 282, CITY HALL

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1. CALL TO ORDER

The meeting was called to order by President Lilienthal at 5:00 p.m.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present and constituted a quorum: Danielson, Fang, Hoffman, Huskisson, Lilienthal, Pettigrew, Quan, Rascher, and Rodriguez.

Commissioner Lilienthal stated that Commissioner Warner had requested to be excused from the meeting. A motion to excuse Commissioner Warner was approved.

3. APPROVAL OF MINUTES

The minutes of the May 12, 1986 meeting were approved unanimously.

4. COMMUNICATIONS

There were no communications to report.

5. REPORT OF THE DIRECTOR

Jeanne Brooks, Deputy Director, Economic Development, reported that the Mayor has asked for the Commission's support for a baseball stadium at 7th and Townsend Streets, and that the Commission will be kept informed of the status of these efforts.

6. CALENDAR MATTERS

OLD BUSINESS

A. COMMITTEE REPORTS

1) ZONING COMMITTEE:
CONSIDERATION OF REQUEST TO SUPPORT HEIGHT LIMIT FOR SOUTH OF MARKET STUDY AREA

Commissioner Pimsleur reported that the Zoning Committee met to review the height limit proposal with the following individuals: Mike McGill of SPUR, Susana Montana of the Department of City Planning, Supervisor Bill Maher, Rene Casanave of the South of Market Retention Study, and John Elberling of the South of Market Alliance. The Committee, consisting of Commissioners Lilienthal, Danielson, and Pimsleur, recommend the endorsement of the concept of a 50 foot height limit for the area defined in the Department of City Planning's South of Market Rezoning Study, except for two 65 foot strips along Mission and Townsend Streets, so as to preserve the mix of small businesses that currently exist in that area.

2) DATA AND RESEARCH/ECONOMIC DEVELOPMENT COMMITTEE:

Commissioner Quan reported that a joint committee consisting of Commissioners Pettigrew and Rodriguez met to discuss how and what small business data to collect. As response to that meeting, staff prepared a Talking Paper summarizing the themes that have emerged from all the Commission's meetings. A number of specific objectives were proposed in the Talking Paper, and the following three objectives have been adopted by the Commission:

a) development and distribution of a small business guide within 6 months;
b) development of a small business economic data base within 9 months; and
c) evaluation of proposals regarding commercial leasing in San Francisco within 4 months.

3) COMMERCIAL LEASING COMMITTEE:

Commissioner Hoffman reported that the Committee has met and discussed the idea of preparing a leasing guide for small businesses and landlords. The Committee has reviewed

proposals from Supervisor Walker, Brad Paul, and the Chamber of Commerce. The Committee has also discussed the idea of rent surveys to be conducted in various areas of the City. The Committee will be meeting again to figure out its next steps in developing a mechanism to deal with this problem.

NEW BUSINESS

B. DISCUSSION OF PROPOSED SYMPOSIUM REGARDING SMALL BUSINESS DATA COLLECTION

The Commission adopted a motion to convene a symposium regarding small business data collection, consisting of inviting data collectors from the academic and business sectors to make suggestions to the Commission on how to collect small business data.

The Data Collection Committee was asked to orchestrate this effort.

C. DISCUSSION OF PROPOSED GENERAL FUND $3 MILLION ECONOMIC DEVELOPMENT/SMALL BUSINESS REVOLVING LOAN POOL

After extensive discussion regarding the rationale for and possible administration of the proposed loan fund, the Commission adopted a motion to endorse the $3 million dollar economic development loan pool line item in the Mayor's budget.

** PUBLIC TESTIMONY

President Lilienthal opened the floor to members of the public to comment on the economic development loan pool.

Bert Campbell, Minority Business Development Program with the Purchasing Department

Bob Switzer, Executive Director, Mission Economic Development Association

Randi Georgi: Does Commission wish to be involved in other loan programs as well as this particular pool.

The Commission also adopted a motion to endorse in principle the loan program as presented and to request the involvement of the Commission and its staff in the administration of the loan program.

7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS

Commissioner Danielson suggested that the Commission begin to develop a definition for small business in San Francisco.

Commissioner Hoffman announced that the SBA will continue to exist in its present form for another year.

Commissioner Rodriguez raised the question of how small businesses are defined in the Department of City Planning's Neighborhood/Commercial Rezoning Study, particularly in regard to the Mission District.

8. ADJOURNMENT

The meeting was adjourned by President Lilienthal at 8:35 P.M.

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NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

JULY 14, 1986

ROOM 282 CITY HALL

5:00 P.M.

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ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FOR JUNE 9, 1986 MEETING
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. CALENDAR MATTERS

   OLD BUSINESS

   A. COMMITTEE REPORTS

      1) COMMERCIAL LEASING COMMITTEE

      2) DATA AND RESEARCH COMMITTEE

      3) STRUCTURE COMMITTEE

   NEW BUSINESS

7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS
8. ADJOURNMENT

*** PLEASE NOTE THAT THE PRESIDENT OF THE COMMISSION HAS THE DISCRETION TO PERMIT MEMBERS OF THE PUBLIC TO COMMENT ON MATTERS RELATING TO SMALL BUSINESS AT ANY COMMISSION MEETING.

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MINUTES

REGULAR MEETING

JULY 14, 1986

ROOM 282, CITY HALL

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1. CALL TO ORDER

The meeting was called to order by President Lilienthal at 5:00 p.m.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present and constituted a quorum: Danielson, Fang, Hoffman, Huskisson, Lilienthal, Pettigrew, Pimsleur, Ouan, Rascher, Rodriguez, and Warner.

3. APPROVAL OF MINUTES

The minutes of the June 9, 1986 meeting were approved unanimously.

4. COMMUNICATIONS

The Secretary reported receiving three requests to appear before the Commission. The three were invited to attend this Commission meeting and to make their presentations during the public testimony portion of the Commission meeting. The three requests were:

1) Mr. Harold Hoogasian, regarding the City's eminent domain action on the Cathay Mortuary in Chinatown

2) Mr. Jeff Leong, Department of Public Health, regarding a proposal to establish an HMO for small businesses

3) Ms. Lynn Laidlaw, Public Research Institute, SF State University, regarding the North Beach Rent Study

5. REPORT OF THE DIRECTOR

Mr. Witte reported that the $3 million proposed in the Mayor's budget for an economic development loan fund has been retained. The full Board of Supervisors will be voting to approve the Budget next Monday.

Details as to how the program will be implemented will be presented to the Commission at a subsequent meeting.

Mr. Witte also commented that the reception honoring the Small Business Advisory Commission sponsored by the Small Business Network was an impressive and successful event.

The Commission then adopted a motion directing that a letter be sent to the Small Business Network expressing its appreciation for the event.

6. CALENDAR MATTERS

OLD BUSINESS

A. COMMITTEE REPORTS

1) COMMERCIAL LEASING COMMITTEE:
Upon recommendation of this Committee the following motion was adopted: That the San Francisco Small Business Advisory Commission authorizes the formation of a commercial leasing task force composed of a broad spectrum of concerned individuals to confer and, as expeditiously as possible, present its recommendations for consideration by the Commission.

2) DATA AND RESEARCH/ECONOMIC DEVELOPMENT COMMITTEE:
This committee plans to invite various experts in the field of data collection and research to a symposium to discuss the scope of the Commission's data collection efforts. Todd Bontemps, a Summer Intern, was introduced and will be helping to coordinate the symposium.

3) STRUCTURE COMMITTEE:
This committee reviewed the existing structure, concluded that the Commission was adequately dealing with issues, and recommends that discussion of a more permanent structure should be deferred until the Commission has an opportunity to develop a more comprehensive program.

NEW BUSINESS

7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS

Commissioner Warner:
Reported receiving a call from Scott Madison of the Hunter's Point Shipyard businesses and was able to provide information to that group

regarding the status of the lease between the Navy and the current shipyard operator. Also met with Dr. Krevans of UC Medical Center regarding the potential for the bio-med industry in SF. Also spoke with Commissioner Lilienthal regarding the formation of a Friends of the Small Business Advisory Commission to raise funds for Commission projects.

Commissioner Huskisson:
Presented a suggestion emanating from the Structure Committee meeting proposing a change in the Commission's meeting time from 5:00 PM to 3:00 PM, if Room 282 is available. The Commission then adopted a motion to convene the August meeting at 4:00 PM, with public testimony to begin at 5:30 PM.

Commissioner Rodriguez:
Reported that he had met with Mr. Witte regarding economic development. Mr. Witte stated that the City is attempting to initiate an effort within the Dept of City Planning and perhaps augmented by MOHED to collect data, and develop a data base, beginning with the Mission District, and perhaps to serve as a model for other areas of the City.

** PUBLIC TESTIMONY

President Lilienthal opened the floor to members of the public for comment.

1) Jeff Leong, Department of Public Health, and Mary Pittman-Lindeman, Director of Planning, Department of Public Health: presented information regarding an application to the Robert Wood Johnson Foundation for a demonstration project that would set up a new county-sponsored pre-paid health plan for small businesses and their employees.

2) Harold Hoogasian: expressed his concerns regarding the City's eminent domain action on the Cathay Mortuary in Chinatown and its potential effect on other small businesses.

3) Phil Arnold, Deputy General Manager, Department of Recreation and Parks: presented background information regarding the City's position on the acquistion of the Cathay Mortuary by eminent domain for a new park in Chinatown.
Commissioner Huskisson volunteered on behalf of the Commission to look at the process by which the City selected the Cathay Mortuary as a potential park site for Chinatown.

4) Lynn Laidlaw, Public Research Institute, San Francisco State University: formally presented the Public Research Institute's North Beach in Transition Study

5) Gilbert Chan, Urban Designs: raised a concern that the Transit Impact Development Fee, which imposes a $5 per square foot fee on additional office square footage negatively effects small developers. He requested that the Commission consider a recommendation to exempt smaller scale projects from this Fee.
Commissioner Pimsleur volunteered that her Committee would look into this issue.

6) Susana Montana, Project Manager, South of Market Rezoning Study, Department of City Planning: updated the Commission on the status of the Study; interim controls will be proposed for the South of Market at a Planning Commission meeting on July 31, 1986.

7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS (CONTINUED)

The Commission adopted a motion to designate the September Commission meeting as a public hearing.

Commissioner Huskisson announced that the San Francisco Business Journal will be publishing updates on various information that is available to small businesses. Information should be transmitted to Commissioner Huskisson.

Commissioner Pimsleur: The Council of District Merchants will be sponsoring an event to celebrate Small Business in San Francisco during the weekend of September 13th.

8. ADJOURNMENT

The meeting was adjourned by President Lilienthal at 7:45 P.M.

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SMALL BUSINESS ADVISORY COMMISSION

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NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

AUGUST 11, 1986

ROOM 282 CITY HALL

4:00 P.M.

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JAN 13 1987

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ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES OF JULY 14, 1986 MEETING
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. CALENDAR MATTERS
   - A. OLD BUSINESS
     - 1) COMMITTEE REPORTS
       - a) COMMERCIAL LEASING COMMITTEE
       - b) DATA COLLECTION/RESEARCH COMMITTEE
   - B. NEW BUSINESS
     - 1) DISCUSSION OF SEPTEMBER PUBLIC HEARING
7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS
8. ADJOURNMENT

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MINUTES

REGULAR MEETING

AUGUST 11, 1986

ROOM 282, CITY HALL

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1. CALL TO ORDER

The meeting was called to order by President Lilienthal at 4:00 p.m.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present and constituted a quorum: Danielson, Fang, Hoffman, Huskisson, Lilienthal, Pettigrew, Rascher, Rodriguez, and Warner.

Commissioners Pimsleur and Quan arrived after the roll was called.

3. APPROVAL OF MINUTES

The approval of the minutes of the July 14, 1986 meeting was deferred until later in the meeting.

4. COMMUNICATIONS

The Secretary reported receiving two communications during the month. Ms. Ellen Seebold from San Francisco School Volunteers asked to appear before the Commission. And a letter addressed to Commissioner Huskisson regarding the Cathay Mortuary was received from Mr. Phil Arnold, Deputy General Manager of the Recreation and Park Department.

5. REPORT OF THE DIRECTOR

Mr. Witte reported that the Mayor has expressed a desire to pursue the concept of five year business tax exemption for new businesses, and wants input from the Commission.

President Lilienthal requested an outline of the idea so that testimony could be solicited from the public, and further suggested that the topic be taken up at the September public hearing.

6. CALENDAR MATTERS

OLD BUSINESS

A. COMMITTEE REPORTS

1) COMMERCIAL LEASING COMMITTEE:
Commissioner Hoffman reported that the first meeting of the Commercial Leasing Task Force would be held on August 14th. The Task Force is made up of a broad cross section of small business community. The meeting is being professionally facilitated by Interaction Associates who are donating their time to this effort. The approach taken by the Task Force is collaborative rather than adversarial. And the committee is optimistic that preliminary recommendatons will be forwarded to he Mayor within the next two months. A package containing the meeting agenda, list of participants and relevant information was distributed to the Commission.

Commissioner Huskisson reported that the Department of Recreation and Parks had only just recently responded to her inquiry regarding the City's eminent domain action on the Cathay Mortuary, but she hoped to have a report in September.

Commissioner Danielson reported that a joint Parking Authority and Planning Commission meeting was held on the City's overall parking plan.

The Commission requested that Ray King, Director of the Parking Authority be invited to update the Commission on the status of the City's parking program at the September Commission meeting.

2) DATA AND RESEARCH/ECONOMIC DEVELOPMENT COMMITTEE:
Commissioner Quan reported that the Committee would be meeting tomorrow, August 12th at Golden Gate University, to discuss the establishment of a small business data base. An agenda for the meeting was distributed.

NEW BUSINESS

Discussion of the September Public Hearing:
Commissioner Hoffman suggested that a portion of the public hearing be devoted to the commercial leasin issue.

In response to a question on whether to solicit public comment on the five year business tax exemption, Mr. Witte suggested that he would check with the Mayor on the issue.

Commissioner Rodriguez and Commissioner Quan reported on a meeting of the economic development subcommittee. The subcommittee will be identifying and developing a economic development model/criteria that can be applied to various neighborhoods in the City to determine the scope of economic development activities.

Commissioner Pettigrew remarked that it may be appropriate to look at what economic devleoment activities are being programmed for areas like the Mission, Bayview/Hunters Point, etc.

Commissioner Rodriguez reported on the status of the acquisition of the Mission Armory.

Commissioner Hoffman stated that the City could more aggressively market to attract new businsses to the City, particularly targeted to those sections of the City like Bayview/Hunters Point.

Mr. Witte stated that a 24 page general marketing piece originally targeted to businesses in the Pacific Rim will be completed in he next couple of months. This will the be City's first business attraction piece.

Commissioner Rodriguez suggested that the Commission solicit the economic development ideas from specific communities for the September hearing.

7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS

President Lilienthal suggested that the Commission look at the various ballot measures that may affect the small business community and requested that those propositions be discussed at the September public hearing. The economic development committee (Commissioner Warner) was asked to report in September.

Commissioner Hoffman mentioned that three Commissioners (Hoffman, Huskisson, and Pettigrew) will be attending the White House Conference on Small Business.

Commissioner Huskisson reported that the San Franciso Businss Journal is willing to publish articles from the SBAC on relevant topics.

Commissioner Quan asked about the status of establishing a fundraising mechanism for the commison. Mr. Witte described the two models that are available to other Commissions -- establishing a Small Business Fund in the Administrative Code or setting up a separate non-profit 501(c)3. Staff will work with Commissioner Warner and present a report in September.

*** PUBLIC TESTIMONY

President Lilienthal opened the floor to members of the public for comment.

1) Ellen Seebold, San Francisco School Volunteers, Corporate Action in Public Schools. The program brings community resources into the classroom from all walks of life. Ms. Seebold requested the assistance of the Commission to reach out to the small business community for classroom volunteers.

President Lilienthal announced Small Business Education Day in conjunction with the SF Community College District.

Minutes for the July 14th meeting were approved unanimously.

8. ADJOURNMENT

The meeting was adjourned by President Lilienthal at 6:00 P.M.

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SMALL BUSINESS ADVISORY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

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CHARLES WARNER

NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

SEPTEMBER 8, 1986

ROOM 282 CITY HALL

4:00 P.M.

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ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FOR AUGUST 11, 1986 MEETING
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. CALENDAR MATTERS

   A. OLD BUSINESS

      COMMITTEE REPORTS

      1) COMMERCIAL LEASING COMMITTEE

      2) DATA AND RESEARCH COMMITTEE

   B. NEW BUSINESS

      1) PRESENTATION BY RAY KING, DIRECTOR, PARKING AUTHORITY ON STATUS OF CITY'S PARKING PROGRAM

      2) DISCUSSION OF PROPOSITIONS B AND M

7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS
8. PUBLIC HEARING ON THE TOPIC OF COMMERCIAL RENTS AND LEASING AS IT AFFECTS SMALL BUSINESSES IN THE CITY

   TESTIMONY FROM THE PUBLIC WILL COMMENCE AT 5:00 PM

   THE COMMISSION ALSO WELCOMES TESTIMONY RELEVANT TO SMALL BUSINESSES ON THIS TOPIC AND OTHER SMALL BUSINESS ISSUES.

9. ADJOURNMENT

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SMALL BUSINESS ADVISORY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

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MINUTES

REGULAR MEETING

SEPTEMBER 8, 1986

ROOM 282, CITY HALL

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1. CALL TO ORDER

The meeting was called to order by President Lilienthal at 4:00 p.m.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present and constituted a quorum: Danielson, Fang, Hoffman, Huskisson, Lilienthal, Pettigrew, Pimsleur, Quan, Rascher, and Rodriguez.

Commissioner Warner was absent.

3. APPROVAL OF MINUTES

The minutes of the August 11, 1986 meeting were approved.

4. COMMUNICATIONS

A request from Supervisor Walker asking the Commission to review the Commercial Rent Arbitration Initiative was transmitted by the Clerk of the Board to the Small Business Advisory Commission.

President Lilienthal directed the request to the Commercial Leasing committee for review.

5. REPORT OF THE DIRECTOR

Mr. Witte gave a status report on City activities in the Bayview-Hunter's Point/Third Street area: Last year, the Mayor and the Board of Supervisors established a Third Street Task Force - which is divided into three subcommittees - physical improvements, economic development and crime reduction. Physical improvements: DPW has taken a number of actions pursuant to requests from the Task Force - installation of trash receptacles, removal of graffiti, filling potholes. Economic development: A survey of available greater Bayview area industrial sites was completed and the information will be used in the City's business attraction efforts. The task force helped to lobby Washington DC for an Urban Development Action Grant for Bayview Square shopping center project. A $100,000 loan

pool from the repayment of the Merchandizing Methods, Inc. UDAG will be used to assist the tenants of the new space in Bayview Square. The City has sponsored three SBA loans for light industrial firms in the India Basin area - Mexican Food Products, Warman Security, and Fishstrom Staple Company. The Department of City Planning has agreed to notify the economic development sub-committee of all permit applications along Third Street to help in evaluating the extent of new development in the area. An on-going effort by MOHED, Redevelopment and DCP to identify scope of work and possibly Redevelopment funds for a comprehensive development program is finally underway. Crime reduction: increase Police patrols to cut down on drug trafficking problem, closure of Mendell Street to automobile traffic.

President Lilienthal requested that a letter be sent to Louise Renne congratulating her appointment as City Attorney and a letter to Thomas Hsieh on his appointment to the Board of Supervisors.

6. CALENDAR MATTERS

OLD BUSINESS

A. COMMITTEE REPORTS

1) COMMERCIAL LEASING COMMITTEE:
The first meeting of the Commercial Leasing Task Force took place on August 14th. The Committee is very pleased with the broad representation on the Task Force. Interaction Associates is donating their expertise, staff, and time to assist the committee to plan and facilitate the Task Force meetings. Interaction is also donating its meeting facilities for the meetings. The Task Force will attempt to develop recommendations for the Mayor and Board of Supervisors to resolve the issue of increasing commercial rents as it effects the success of small businesses in the City.

2) DATA AND RESEARCH COMMITTEE:
Two meetings have been held -- on August 12th and September 4th. The committee is looking at the possibility of conducting an economic census of the City. Immediate tasks for this committee is to review what information is available through various City departments, design an "ideal record," and determine whether the academic community has resources available to the Commission to assist in collecting data.

Commissioner Huskisson reported that her review of the eminent domain action on the Cathay Mortuary indicates that it is inappropriate for the Commission to take any action at this time. She stated, however, that the Commission should have been informed earlier about the issue, to have had an opportunity to comment. She expressed her frustration at not receiving adequate information about the issue from the Department of Recreation and Parks.

She suggested that the Commission send letters (again) to various City departments reminding them that the Commission is interested in activities that may affect small business in San Francisco, would appreciate being informed and given an opportunity to comment.

Commissioner Rodriguez requested an update on the Mission Armory project. Mr. Witte stated that the City has told the State that it is interested in acquiring the Armory and has funds available for that purpose. The State does have an offer and would only be interested in the City's offer if it could match or exceed that bid.

Commissioner Hoffman reported on the White House Conference on Small Business. A summary of the recommendations from the Conference is attached.

NEW BUSINESS

1) Presentation by Ray King, Director of the Parking Authority: Responsibility for parking is split among various City departments, and the Parking Authority's primary responsibility is off-street parking: city garages, surface meter parking lots.
Mr. King presented three documents regarding neighborhood parking to the Commission. 32 neighborhood/commercial areas are covered by the Neighborhood (commercial) Parking Plan. Highlights: enforcement of overtime parking by commercial vehicles, practice of meter feeding in neighborhood/commercial areas. Enforcement will be intensified soon. Conservative count of number of autos registered in the City: 414,513.
Mayor's goal is to acquire and build 10 new neighborhood parking facilities before the end of her term. Thus far, four projects are underway. Parking Authority receives approximately 6.4 million/year for parking facilities. Previous Parking Authority practice to use these funds to purchase land and

construct new facilities. New policy of the Parking Authority is to leverage its funds by allowing the private sector to acquire property and/or build new parking facilities. Even with this policy, however, the need for parking in several high priority areas cannot be met because suitable sites are not available in those areas.

2) PUBLIC HEARING

a) Janet Shirley, organizer for Prop O (commercial rent arbitration initiative): advocated for commercial rent arbitration in order to protect and preserve small businesses in the City

b) Jim Rhoads: concerned about proliferation of franchise stores in the Haight-Ashbury neighborhood. Large franchises push small owner-operated businesses out of the neighborhood because of their ability to pay higher rents

c) Wayland Fuller, pharmacist, Bayview/Hunters Point: been in business since 1947; member of Third Street Task Force concerned about two areas regarding the quality of life in the neighborhood--number of warehouses and stores that sell alcohol. Warehouses do not increase pedestrian traffic. want a better mix of businesses, too many liquor stores, want diversity of businesses

d) Tom Galante, Third Street Task: TF established since 1984; Crime sub-committee achieved a number of objectives -- cleaning up drug scene, cleaner streets, want different kinds of businesses, need alternatives for kids,

e) Cheryl Towns, acting president, New Bayview Committee: Problems in the area are drugs, lack of recreation activities and open space. Excited about the home porting of the Missouri, because the housing that will be constructed will help revitalize the community. Other problems are excessive truck traffic, need for a building moratorium, no more warehouses, need to diversify neighborhood-serving businesses, increase foot traffic.

f) Mervyn Silverberg: presented recommendations from the White House Conference on Small Business, particularly in regard to home-based businesses;

g) Maxime Newman, Gift Center Tenants Association: concerned that rent increases are affecting this particular sector of business community;

h) Oscar Zayas-Bazan, National Association of Hispanic Businesses: lack of preparation to do business by new small business operators, market information should be more accessible to fledgling businesses

3) BALLOT MEASURES ON NOVEMBER BALLOT

PROP B: Mr. Dale Hesse, Convention and Visitors Bureau: $140 million bond issue to be used for construction of expansion of Moscone Center, lease revenue bonds will be paid back through hotel room tax revenues, need manifested since opening of Moscone Center, growth in size of conventions and trade shows, By 1992, if no expansion, SF share of convention business will drop from 17% to 9%, in terms of people annually -- 150,000 people or $150 million/year. If allowed to expand, this business could be saved plus add about 10,000 people. Preservation of current market share, not going after new business. If expansion does not go ahead at this point, the opportunity would probably be lost because of the timetable for construction of the Gardens plan.

PROP M
Proponents of Prop M provided some literature on the proposition. No one was present to address the Commission on the ballot measure.

7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS

Commissioner Huskisson: meeting on Wednesday, Sept 24th to devise curriculum at Golden Gate University

Commissioner Pimsleur: September 13 and 14 -- District Council of Merchants celebration of Pan Pacific Exposition

8. ADJOURNMENT

The meeting was adjourned by President Lilienthal at 7 P.M.

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CITY AND COUNTY OF SAN FRANCISCO

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NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

OCTOBER 14, 1986

CONFERENCE ROOM

100 LARKIN STREET

SAN FRANCISCO, CA 94102

4:00 P.M.

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ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FOR SEPTEMBER 8, 1986 MEETING
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. CALENDAR MATTERS
   - A. OLD BUSINESS

     COMMITTEE REPORTS

     1) COMMERCIAL LEASING COMMITTEE

     2) DATA AND RESEARCH COMMITTEE
   - B. NEW BUSINESS
7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS
8. ADJOURNMENT

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MINUTES

REGULAR MEETING

OCTOBER 14, 1986

CONFERENCE ROOM, 100 LARKIN STREET

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1. CALL TO ORDER

The meeting was called to order by President Lilienthal at 4:15 p.m.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present and constituted a quorum: Danielson, Fang, Hoffman, Lilienthal, Pimsleur, and Quan.

3. APPROVAL OF MINUTES

The minutes of the September 8, 1986 meeting were approved.

4. COMMUNICATIONS

A letter from Mr. Jim Hirsch regarding commercial rent control was received and referred to the Commercial Leasing Task Force.

A document from the Chinatown Committee for Better Parks and Recreation regarding the acquisition of the Cathay Mortuary was received and referred to Commissioner Huskisson.

5. REPORT OF THE DIRECTOR

Mr. Witte presented the City's new business attraction brochure to the Commission.

He also presented a draft of the Nuts and Bolts Guide for review by the Commission. Comments and suggestions will be solicited from other members of the Commission by October 27th. Commissioners Fang and Pimsleur will work with staff to develop the final product.

6. CALENDAR MATTERS

OLD BUSINESS

A. COMMITTEE REPORTS

1) COMMERCIAL LEASING COMMITTEE:
Commissioner Hoffman gave a status report on the three meetings (August 14th, September 23rd, and October 9th) of the Commercial Leasing Task Force: The process that the Task Force has undergone has produced a series of agreements regarding the scope and definition of the commercial leasing problem. Recommendations about commercial leasing, particularly, a process that will help both parties come to an equitable agreement will be developed at the next Task Force meeting. A final report will be prepared and submitted to the Commission in December and a public hearing held in January.

2) DATA AND RESEARCH COMMITTEE:
The Data and Research Committee met on October 1st and is gathering additional information from City departments. The committee is trying to ascertain what information is already being collected by the City and whether it is possible to share that information among departments, including the Small Business Advisory Commission. The committee is developing an "ideal record" which could potentially be used to answer questions about small business in San Francisco.

NEW BUSINESS

The Commission discussed various aspects of business attraction and retention efforts by the City, including the business attraction brochure, efforts to lure specific industries to the City, e.g. bio-tech, creating tax incentives for new businesses vs. tax relief for existing business.

7. ADJOURNMENT

The meeting was adjourned by President Lilienthal at 6:20 P.M.

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NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

NOVEMBER 10, 1986

ROOM 282 CITY HALL

4:00 P.M.

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ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FOR OCTOBER 14, 1986 MEETING
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. CALENDAR MATTERS
   - A. OLD BUSINESS
     - COMMITTEE REPORTS
       - 1) COMMERCIAL LEASING COMMITTEE
       - 2) DATA AND RESEARCH COMMITTEE
   - B. NEW BUSINESS
7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS
8. ADJOURNMENT

***PLEASE NOTE THAT THE PRESIDENT OF THE COMMISSION HAS THE DISCRETION TO PERMIT MEMBERS OF THE PUBLIC TO COMMENT ON MATTERS RELATING TO SMALL BUSINESS AT ANY COMMISSION MEETING.

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MINUTES

REGULAR MEETING

NOVEMBER 10, 1986

ROOM 282 CITY HALL

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1. CALL TO ORDER

The meeting was called to order by Commissioner Steve Rascher at 4:05 P.M.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present and constituted a quorum: Danielson, Fang, Pimsleur, Rascher, Rodriguez, and Warner.

3. APPROVAL OF MINUTES

The minutes of the October 14, 1986 meeting were approved.

4. COMMUNICATIONS

No communications were reported.

Commissioners Quan and Hoffman arrived at the meeting at this time.

5. REPORT OF THE DIRECTOR

In Mr. Witte's absence, Ms. Jeanne Brooks, Deputy Director for Economic Development made the following remarks:

The Mayor's Office of Housing and Economic Development has been working with a private developer and the Printing Industries of Northern California (PINC) to convert the former MJB Coffee Building into a printing center. As proposed, the $9 million dollar project will be partially financed through an Urban Development Action Grant and a loan from the newly established Economic Development Loan Fund.

MOHED has recently increased its efforts to work with bio-medical firms in the Bay Area and UCSF to assess the City's role in developing that industry. The concept of a Bio-Medical Center located in the City is being seriously considered.

In terms of the "Nuts and Bolts Guide," cost estimates from the Public Media Center and Phil Frank will be solicited.

6. CALENDAR MATTERS

OLD BUSINESS

A. COMMITTEE REPORTS

1) COMMERCIAL LEASING COMMITTEE:
The Task Force last met on October 26th. A subcommittee of the group has been established to develop recommendations to the Commission. A report to the Commission will be made in January.

2) DATA AND RESEARCH COMMITTEE:
This committee met on November 4th. A number of new people attended the meeting. Two subcommittees were formed to draft a clear purpose statement and to define the scope of the data collection and research.

3) ECONOMIC DEVELOPMENT COMMITTEE:
Commissioner Warner reported on his activities regarding the home-porting of the Missouri and his participation in meetings with the Mayor on the bio-medical industry.

Commissioner Rodriguez presented the attached proposal to form an Economic Development Task Force.

4) PLANNING AND ZONING COMMITTEE:
This committee met with Toby Rosenblatt, President of the Planning Commission, Dean Macris, Director of the Department of City Planning, and Robin Jones of the Neighborhood Commercial Zoning Study staff to discuss the status of the study and its recommendations. Robin Jones will make a presentation to the Commission at its January meeting.

President Lilienthal and Commissioner Pettigrew joined the meeting at this time.

NEW BUSINESS

David Pascoe from Pacific Bell presented copies of the newly published "Secrets to Small Business Success" and "Small Business

Resource Directory" that were developed in conjunction with the U.S. SBA and S.C.O.R.E. Additional copies will be made available to the Commission and MOHED upon request.

Commissioner Hoffman: suggested that the Commission begin looking at next year's budget and propose increasing funds to MOHED to carry out the Commission's activities.

President Lilienthal: reported receiving a letter from Mayor Feinstein requesting the assistance of the Commission to retain and attract businesses in San Francisco.

7. ADJOURNMENT

The meeting was adjourned by President Lilienthal at 5:50 P.M.

MI RANCHO MARKET, INC.
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TO: SMALL BUSINESS ADVISORY COMMISSION

FR: GEORGE RODRIGUEZ

SUBJECT: ECONOMIC DEVELOPMENT COMMITTEE

This memorandum outlines my thoughts for the establishment of an Economic Development Committee to develop a program of action which can be supported by the Small Business Commission.

"Economic Development" describes a public policy. Economic development policy involves the "calculated investment" of public funds to leverage the greatest "public profit," or City revenues. The need for such an Economic Development Committee is to identify a coordinated and comprehensive action strategy which the Commission can recommend and implement.

The Commission may wish the E D Committee to consider:

City and other economic development resources available to assist small business investment;

Quasi-public programs and services in San Francisco which assist economic and small business development;

Gaps in services, funding, and coordination;

Recommendations regarding City investments and strategies affecting existing small business;

Estimate costs and benefits of providing additional services;

Develop an action program for the Commission.

I recommend that the Economic Development Committee include the following membership in order to answer these questions:

Non-Governmental

Mission Economic Development
Urban EDC
Asian Inc
Chamber of Commerce
Private Industry Council
Economic Opportunity Council
Council of Distric Merchants
Arthur D. Little
Aurthur Young
Mark Buell Associates

Governmental

Parking Authority
Human Rights Commission
Redevelopment Agency
OEDP Committee
MOHED
RLF/SFIDF Loan Boards
Port
Airport

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NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

DECEMBER 8, 1986

ROOM 282 CITY HALL

5:00 P.M.

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ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FOR NOVEMBER 10, 1986 MEETING
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. CALENDAR MATTERS
   - A. OLD BUSINESS

     COMMITTEE REPORTS

     1) COMMERCIAL LEASING COMMITTEE

     2) DATA AND RESEARCH COMMITTEE

     3) ECONOMIC DEVELOPMENT COMMITTEE
   - B. NEW BUSINESS
7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS
8. ADJOURNMENT

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MINUTES

REGULAR MEETING

DECEMBER 8, 1986

ROOM 282 CITY HALL

5:00 P.M.

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1. CALL TO ORDER

The meeting was called to order by President Lilienthal at 5:05 P.M.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present and constituted a quorum: Danielson, Huskisson, Lilienthal, Pettigrew, Rodriguez, and Warner.

President Lilienthal noted that Commissioner Hoffman would be late and that Commissioner Rascher would not be attending the meeting and had asked to be excused.

3. APPROVAL OF MINUTES

The minutes of the November 10, 1986 meeting were approved.

4. COMMUNICATIONS

Letter from Mr. Gilbert Chan regarding amendment of Transit Impact Fee legislation.

Letter from Mr. John Jenkel regarding eviction of his small business by Port of San Francisco.

5. REPORT OF THE DIRECTOR

Mr. Witte reported that Supervisor Maher will be requesting a hearing of the Commission regarding the question of displacement of small businesses by large commercial office building development and whether there should be any requirement imposed on the developer to pay relocation expenses or otherwise mitigate the impact on the small business.

6. CALENDAR MATTERS

OLD BUSINESS

A. COMMITTEE REPORTS

1) ECONOMIC DEVELOPMENT COMMITTEE:
Commissioner Rodriguez reported plans for a meeting to be held to begin organizing the committee's efforts in economic development. Motion was approved for the Commission through its economic development task force to hold an initial meeting on 1/7/87 at 8:30 A.M.

Commissioner Warner reported on his participation in meetings regarding the bio-science industry, specifically, the idea of establishing a bio-science center in San Francisco.

2) DATA AND RESEARCH COMMITTEE:
Commissioner Quan distributed documents to the Commission describing the Committee's newly-named project, CityFax. He further requested that the Commission approve the concept and direct the Committee to move forward with the proposal. CityFax would ultimately provide small business information, that the City already has collected, to the public in an understandable and easily accessible format.

A motion was approved to endorse the CityFax project. Commissioner Danielson dissenting.

Commissioner Pettigrew reported that proposals to fund the Nuts and Bolts Guide were sent to P.G.&E. and A.T.&T.

3) COMMERCIAL LEASING COMMITTEE:
Commissioner Danielson and Hoffman reported that the Commercial Leasing Task Force would be ready to present recommendations to the Commission in late January. A tentative date of January 20th was set for a special Commission meeting to accept the Task Force recommendations.

NEW BUSINESS

1) January 1987 Public Hearing
The Commission discussed when it would be most appropriate to hold the public hearing on the commercial rent issue.

It was decided that the January public hearing would be devoted to general small business issues and the Commission's 1987 agenda and objections. A second public hearing on commercial leasing would be held in February.

At this time, President Lilienthal opened the floor to members of the public for comment on any relevant small business issue.

Mr. Mervyn Silverberg, San Franciscans for Neighborhood Enterprise: presented information to the Data and Research Committee.

7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS

Commissioner Pettigrew: raised the issue of small business contractors not receiving timely payment from the City and suggesting that contractors be invited to the Commission's hearing in January to determine what can be done to alleviate that problem.

President Lilienthal: raised the issue of possible displacement of businesses at the Hunter's Point Shipyard. The organization representing the businesses at the Shipyard have requested a meeting with the Commission.

8. ADJOURNMENT

The meeting was adjourned by President Lilienthal at 6:20 P.M.

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1/12/87

SMALL BUSINESS ADVISORY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

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CHARLES WARNER

NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

JANUARY 12, 1987

ROOM 282 CITY HALL

4:00 P.M.

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ORDER OF BUSINESS

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES FOR DECEMBER 8, 1986 MEETING

4. COMMUNICATIONS

5. REPORT OF THE DIRECTOR

6. CALENDAR MATTERS

   A. OLD BUSINESS

      COMMITTEE REPORTS
      1) COMMERCIAL LEASING COMMITTEE
      2) DATA AND RESEARCH COMMITTEE
      3) ECONOMIC DEVELOPMENT COMMITTEE
      4) ZONING COMMITTEE

   B. NEW BUSINESS
      1) BRIEFING ON DEPARTMENT OF CITY PLANNING'S NEIGHBORHOOD COMMERCIAL REZONING PROPOSAL

   C. **PUBLIC HEARING - 5 P.M.**
      THE COMMISSION SHALL SUSPEND ITS REGULAR CALENDAR AT THIS TIME TO BEGIN ITS PUBLIC HEARING ON SMALL BUSINESS CONCERNS

7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS

8. ADJOURNMENT

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MINUTES

REGULAR MEETING

JANUARY 12, 1987

ROOM 282 CITY HALL

4:00 P.M.

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1. CALL TO ORDER

The meeting was called to order by President Lilienthal at 4:10 P.M.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present and constituted a quorum: Danielson, Fang, Hoffman, Huskisson, Lilienthal, Rascher, and Rodriguez.

Commissioners Pettigrew and Warner were excused.

3. APPROVAL OF MINUTES

The minutes of the December 8, 1986 meeting were approved.

4. COMMUNICATIONS

Letter from Clerk of the Board of Supervisors at the initiative of Supervisor Maher regarding payment of relocation expenses by sponsors of major construction projects.

The Commission requested that staff request more specific information from Supervisor Maher on this issue. This item will be scheduled for hearing in March.

(Commissioner Pimsleur arrived at this point)

5. REPORT OF THE DIRECTOR

Mr. Witte reported that the Mayor continues to pursue a pro-active effort to attracting new business and retaining existing businesses. There will be a request for funds from the Economic Development Loan Fund to augment staff for City's business attraction efforts. This request includes four additional staff positions at MOHED, one of which will be assigned to work with the Commission and on small business issues.
Mr. Witte also briefly described the Printing Center/Graphic Arts Center project which has been allocated $1.5 million from the Economic Development Loan Pool as a loan to the partnership that will be converting the former MJB building. The Center will house 20-25 printers and other printing-related businesses with projected rents at around $.63/foot.

6. CALENDAR MATTERS

OLD BUSINESS

A. COMMITTEE REPORTS

1) COMMERCIAL LEASING COMMITTEE:
Commissioner Hoffman reported that final Task Force recommendations are being prepared; a meeting is scheduled for Task Force review and modification; presentation to the Commission will take place on January 27th; and the Commission will hold its hearing on the recommendations at its February 9th meeting.

2) DATA AND RESEARCH COMMITTEE:
Commissioner Quan reported on the work that the committee has done during the past 6 months. A concept paper is being prepared that will focus the efforts of the Committee on making City information accessible to the public.

3) ECONOMIC DEVELOPMENT COMMITTEE:
Commissioner Rodriguez reported on the initial meeting of the Economic Development Task Force on January 7th. The group that met agreed on the need for overall economic development strategy for the City (see attached written report to the Commission).

4) ZONING COMMITTEE:
Commissioner Pimsleur reported that as a result of the concerns raised by Mr. Gilbert Chan of Urban Designs, Inc., the Committee is considering a recommendation to amend the Transit Impact Development Fee legislation to exempt small developers from the fee. Staff will be meeting with the PUC to pursue this further.

PUBLIC HEARING - 5 P.M.

1) Michael Howland, District Director, San Francisco District, Small Business Administration: presented copies of the SBA's Annual Report for Fiscal Year 1986.

2) Mervyn Silverberg, San Franciscans for Neighborhood Enterprise: supports efforts of Commission to establish a database; emphasized the importance of the neighborhood/commercial rezoning study; expand the supply of parking in commercial areas.

3) John Jenkel, Carriage Charters: requested support of Commission to retain his space at the Port of San Francisco (see attached letter)

4) Warren Lee, prospective small business operator: concerns regarding state enterprise zone legislation, street vendors, South of Market dance club.

NEW BUSINESS

5) BRIEFING ON DEPARTMENT OF CITY PLANNING'S NEIGHBORHOOD COMMERCIAL REZONING PROPOSAL

Ms. Robin Jones, Project Director of the Neighborhood Commercial Rezoning Study gave a brief presentation on the components of the study and outlined the timetable for implementation by the Planning Commission and Board of Supervisors The study recommendations affect 10,000 parcels of property, 25 million square feet of commercial activity, a substantial part of the City. (see attached tabloid)

At this time, the Commission asked for a report on the "Nuts and Bolts Guide":
Staff reported that Commissioner Pettigrew was working on two requests to Pacific Bell and PG&E for funding. Three sample boards produced by the Public Media Center were presented to give the Commission an idea of how the publication would look.

President Lilienthal reported on a meeting with representatives of a group representing small businesses at the Hunters Point Shipyard.

7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS

Response to Mr. Jenkel's situation at the Port: the Commission determined that there were two separate issues -- 1) Mr. Jenkel's personal situation and 2) general Port policies related to small businesses. In regard to Mr. Jenkel, Commissioner Pimsleur volunteered to look into the matter. In terms of the Port's policies, the Commission requested that a letter be sent to the Port expressing the Commission's interest in opportunities for small business at the Port, and requesting information on the Port's general leasing policies.

8. ADJOURNMENT

The meeting was adjourned by President Lilienthal at 7:10 P.M.

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CITY AND COUNTY OF SAN FRANCISCO

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NOTICE OF SPECIAL MEETING

THE SMALL BUSINESS ADVISORY COMMISSION WILL HOLD A SPECIAL MEETING TO RECEIVE A REPORT FROM ITS COMMERCIAL LEASING SUB-COMMITTEE ON TUESDAY, JANUARY 27, 1987. THIS WILL BE THE ONLY ITEM OF BUSINESS AT THIS MEETING. THE MEETING WILL CONVENE AT 5:00 P.M. IN THE COMMISSION ROOM, 3RD FLOOR, MAIN LIBRARY, LARKIN AND MCALLISTER STREETS, SAN FRANCISCO, CALIFORNIA. FOR FURTHER INFORMATION, PLEASE CALL SUE LEE, COMMISSION SECRETARY, AT 558-5687.

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2/9/87

SMALL BUSINESS ADVISORY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

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TEN RASCHER
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NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

FEBRUARY 9, 1987

ROOM 282 CITY HALL

4:00 P.M.

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ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FOR JANUARY 12, 1987 MEETING
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. CALENDAR MATTERS

   A. OLD BUSINESS

      COMMITTEE REPORTS
      1) COMMERCIAL LEASING COMMITTEE
      2) DATA AND RESEARCH COMMITTEE
      3) ECONOMIC DEVELOPMENT COMMITTEE
      4) ZONING COMMITTEE

   B. PUBLIC HEARING - 5 P.M.

      1) RECOMMENDATIONS FROM COMMERCIAL LEASING TASK FORCE

      2) DEPARTMENT OF CITY PLANNING'S NEIGHBORHOOD COMMERCIAL ZONING PROPOSAL

   C. NEW BUSINESS

      1) RESOLUTION TO ACCEPT RECOMMENDATIONS OF THE COMMERCIAL LEASING TASK FORCE AND REFER TO APPROPRIATE CITY AGENCIES FOR CONSIDERATION AND IMPLEMENTATION

      2) CONSIDERATION OF ISSUE REGARDING CORPORATE TAKEOVERS AND ITS IMPACT ON SAN FRANCISCO SMALL BUSINESS COMMUNITY

7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS
8. ADJOURNMENT

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MINUTES

REGULAR MEETING

FEBRUARY 9, 1987

ROOM 282 CITY HALL

4:00 P.M.

DOCUMENTS DEPT.
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1. CALL TO ORDER

The meeting was called to order by President Lilienthal at 4:20 P.M.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present and constituted a quorum: Danielson, Fang, Hoffman, Lilienthal, Quan, and Rodriguez.

Commissioner Huskisson was out of town and excused from the meeting.

3. APPROVAL OF MINUTES

The minutes of the January 12, 1987 meeting were corrected to reflect Commissioner Quan's attendance. The minutes were then approved.

4. COMMUNICATIONS

There were no communications reported.

5. REPORT OF THE DIRECTOR

Mr. Witte reported that the Board of Supervisors have approved by a vote of 10-1, a supplemental appropriation to create an Economic Development Assistance Center including a staff position to work in small business. Copies of the preliminary job description for the small business position were distributed to the Commission.

6. CALENDAR MATTERS

A. OLD BUSINESS

COMMITTEE REPORTS

1) COMMERCIAL LEASING COMMITTEE

Commissioner Hoffman reported the Committee had not met since presenting its recommendations to the Commission on January 27th.

2) DATA AND RESEARCH COMMITTEE

Commissioner Quan reported that the Committee has not met in the past month. However, staff has been directed to develop a concept paper on the CityFax project. A group from the Committee is also planning to meet on Friday, February 13th with various State agency and legislative representatives to discuss the possibility of funding for the project.

3) ECONOMIC DEVELOPMENT COMMITTEE

Commissioner Rodriguez stated that the Committee wishes to make final program and strategy recommendations with specific goals and costs for transmittal to the Mayor in the following areas of Task Force consensus: the need to identify what is happening in the City's economic sectors, the need to identify and better understand existing public, and quasi-public programs and resources which can assist, the need for the Economic Development Task Force to serve as a broad-based steering committee to develop a community consensus on needs, the need for better public and private coordination of all programs and funding for assisting small businesses, the need to provide for independent recommendations regarding the city's comprehensive economic development strategy to include the structure, resources, and programs targeted to specific projects which benefit the City's small businesses. The committee will hold a meeting on February 18th at 8:30 AM at 100 Larkin Street.

4) ZONING COMMITTEE

Commissioner Pimsleur stated that the testimony given today during the public hearing on neighborhood commercial rezoning would have bearing on the Committee's recommendations to the Planning Department. On the issue of amending the Transit Impact Development Fee, staff will be meeting with PUC staff to discuss such an amendment.

A letter has been sent to the Port Commission regarding its policies toward small business leaseholders. She also stated that Mr. John Jenkel of Carriage Charters has been allowed to stay at least temporarily at their Port location as a result of inquiries by the Board of Supervisors.

President Lilienthal suggested that the topic of objectives for 1987 be included on the Commission's March meeting calendar.

Commissioner Fang reported on her efforts regarding minority business issues. There will be a meeting on April 11th at the Chinese Six Companies on licensing requirements for building contractors. Asian Week will be providing translations of state licensing publications. In terms of the Tenderloin, a non-profit organization is being established to assist new businesses in that neighborhood.

President Lilienthal introduced Mr. Eric Cao, an exchange student from the Beijing who is providing some assistance to the Database committee on the CityFax project.

Commissioner Pimsleur asked for an update on funding of the "Nuts and Bolts Guide." Staff reported that both AT&T and Pac Bell have not responded favorably to the funding request. Work on the three prototypical business start-ups is

Commissioner Hoffman asked that the Commission act to support the retention of Michael Howland as the Director of the San Francisco District Office. Commissioner Pettigrew expressed his support for Mr. Howland and the importance of stability and continuity in the District Office. The Commission directed that a letter be forwarded to the SBA to commend Mr. Howland's accomplishments and urge that he continue as District Director.

B. **PUBLIC HEARING - 5:15 P.M.**

RECOMMENDATIONS FROM COMMERCIAL LEASING TASK FORCE

President Lilienthal reported that the Commission received the report from the Commercial Leasing Task Force at a special meeting held on January 27, 1987.

TESTIMONY

1) Regina Phelps, Health Plus, Chairman, Small Business Council, San Francisco Chamber of Commerce: support Task Force recommendations and funding of study

2) Lesley Leonhardt, Union Street Merchants: support recommendations and funding

3) Malcolm Thornley, Council of District Merchants: support recommendations, suggest sunset clause of 2-3 years

4) Robert McCarthy, attorney representing Milton Meyer and Company: problem exists in neighborhood/commercial districts, not downtown; no data to substantiate Downtown problems; Commission should delay action until further information gathered

5) Janet Brown, JB Associates: concerned about potential for commercial rent control, proposed legislation should be stronger, however, all three components should be implemented, study is crucial

6) Joseph LaVigna, LaVigna & Company: proposed legislation perceived as first step toward restrictive rent controls; does not dispute problems in neighborhoods, however, office sector does not have this problem; in fact, office rents have decreased; this is landmark legislation, potentially dangerous because investment community will pull out of downtown.

7) Debra Stein, representing property owners in C-3, M-1, and M-2 districts: lack of data to build recommendations, conducted a public opinion survey of C-3, M-1, and M-2 districts with assistance of firm of Fairbanks, Brugman & Moller, interviewed 400 businesses in commercial core from Contacts Influential, 78% less than 10 employees, 4% more than 50, remaining in the middle, 95% accuracy, presented findings, basically indicating that there is no problem in C-3, M-1, M-2 districts; continue hearing until more information is available to Commission.

8) Zane Gresham, Morrison & Foerster: conclusions of Task Force not appropriate to all areas of the City, exempt Downtown; in fact, does not seem to be any basis for any legislation; continue hearing

9) Pamela Duffy, Coblentz, Cahen, McCabe & Breyer: raised potential legal issues of legislation

10) Jack Diviney, Chestnut Street Grill, Marina Merchants Association: Task Force recommendations on line for small businesses; don't let larger interests sway decision of the Commission

11) Scott Hauge, Clay Scott Insurance: supports Task Force recommendations; solutions allay fears of small business tenants

12) Jane Winslow, North Beach: recommendation for rent study very important, urge Commission to recommend enactment of legislation as proposed

13) John Behanna, Wolfe & Associates: live and work South of Market where rent has gone from $600 to $6000 in the last 12 years; not in favor of rent control for commercial tenants; problems only in areas where radical change in use, change in traffic patterns; without change rents are the same everywhere -- 16th Street, Mission Street, relates to traffic, who goes by, etc.; main thing is identifiable location; negotiation process is long, drawn out process

14) Lee Dolson, Downtown Association, Retail Merchants Association: this is rent control which is why it is dangerous; would be disastrous because it contributes to perception of anti-business climate; this is an attempt to control process, and would therefore result in control rental rates

15) Jerry Klein: benign nose of a camel is still the nose of a camel; question is do we want the camel? curtailment of supply of space will cause increase in rents eventually resulting in commercial rent control; Commission should seek ways to increase supply of commercial space

16) Peter Hanson: Commission should not draw distinctions between Downtown and neighborhoods; the City is an integral economic unit; the legislation is procedural and does not address economic redistribution issue

17) Brad Paul, Coalition to Save North Beach Small Businesses: everyone agrees that legislation is benign, the main reason for these recommendations is to stop commercial rent arbitration initiative, Commission should act quickly, legislation establishes procedural fairness

18) John Dehoney, member Chamber of Commerce Board of Directors: Commission has begun an information gathering process that is very important; legislation establishes a procedure for businesses large and small and still must meet the legislative test of the Board of Supervisors; does not change market forces, does not set rent controls,

may pre-empt disastrous rent control; executive committee of Chamber has approved this report in concept, assisting and provding educational program; do not delay, must move forward

19) Steve Rascher, Golden Gate Business Association: Board of Directors of the GGBA has unanimously adopted the Task Force proposal

As there was no further public testimony on the subject, the Commission closed the public hearing and discussed the merits of 1) adopting the recommendations at today's meeting or 2) continuing the matter to another meeting of the Commission.

The Commission finally approved a motion to continue its public hearing on the recommendations of the Commercial Leasing Task Force to a special meeting to be held on February 23, 1987 at 4 PM.

Ayes: Hoffman, Pimsleur, Quan, Rodriguez, Lilienthal
Noes: Danielson, Pettigrew, Rascher, Warner

B. **PUBLIC HEARING - 7:30 P.M.**

NEIGHBORHOOD COMMERCIAL REZONING PROPOSAL

TESTIMONY

Robin Jones, Project Manager of the Neighborhood Commercial Zoning Study, gave a brief presentation on the findings of the Economic Impact Analysis of the study.

1) Jerry Klein, former Planning Commissioner: the controls proposed by the study is a downzoning of the neighborhood commercial districts

2) Jane Winslow, North Beach: keep North Beach zoning controls

3) Mervyn Silverberg, Coalition for Neighborhood Enterprise: need more commercial space for neighborhood commercial

4) Alice Barkley: see attached letter

5) Lesley Leonhardt, Union Street Association: likes the zoning controls, should include provision to grandfather illegal conversions of upper story space

6) Malcolm Thornley, Council of District Merchants: cited specific sections of study that are anti-small business, recommended that language in certain sections be strengthened to support small business

7) Stan Adamson, San Franciscans for Neighborhood Enterprise: effect of controls is to downzone neighborhood commercial areas, result in higher rents, fewer jobs, reconversion problems

President Lilienthal reminded the commissioners about the meeting to discuss specific recommendations to the Planning Commission on the rezoning and suggested that this issue also be included in the agenda for the special meeting on February 23rd.

PUBLIC TESTIMONY (CONTINUED)

Mr. Dan Kassell requested a response regarding the City's fictitious business name registration process. Commissioner Pettigrew will report back in March.

6. CALENDAR MATTERS

C. NEW BUSINESS (CONTINUED)

2) CONSIDERATION OF ISSUE REGARDING CORPORATE TAKEOVERS AND ITS IMPACT ON SAN FRANCISCO SMALL BUSINESS COMMUNITY

This item was tabled because the hostile takeover bid for Bank of America was withdrawn today as announced by Tom Clausen.

7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS

8. ADJOURNMENT

The meeting was adjourned at 9:00 PM.

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ADDENDUM

NOTICE OF MEETING AND CALENDAR

SPECIAL MEETING

FEBRUARY 23, 1987

ROOM 282, CITY HALL

4:00 P.M.

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ORDER OF BUSINESS

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC HEARING

   A) COMMERCIAL LEASING TASK FORCE RECOMMENDATIONS (CONTINUED FROM COMMISSION MEETING OF 2/9/87)

   B) NEIGHBORHOOD COMMERCIAL REZONING PROPOSAL (CONTINUED FROM COMMISSION MEETING OF 2/9/87)

4. CONSIDERATION OF RESOLUTION TO ADOPT COMMERCIAL LEASING TASK FORCE RECOMMENDATIONS

5. CONSIDERATION OF RESOLUTION REGARDING NEIGHBORHOOD COMMERCIAL REZONING PROPOSAL

6. ADJOURNMENT

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ROLAND QUAN
STEVEN RASCHER
GEORGE RODRIGUEZ
CHARLES WARNER

MINUTES

SPECIAL MEETING

FEBRUARY 23, 1987

ROOM 282, CITY HALL

4:00 P.M.

1. CALL TO ORDER

   The meeting was called to order by President Lilienthal at 4:10 PM.

2. ROLL CALL

   Commissioners Danielson, Fang, Hoffman, Huskisson, Lilienthal, Pettigrew, Quan, and Rodriguez were present and constituted a quorum.

3. PUBLIC HEARING ON COMMERCIAL LEASING TASK FORCE RECOMMENDATIONS (CONTINUED FROM COMMISSION MEETING OF 2/9/87)

   President Lilienthal directed the Secretary to make corrections to the Task Force report regarding the participation of Mr. Jim Fabris of the Board of Realtors and other participants that may have been incorrectly reported in the document.

   PUBLIC TESTIMONY

   1) Irving Viner, retired businessman: supports Task Force recommendations and related personal experience with landlord

   2) Rudolf Soloman: favors legislation; suggests that digest and sample of forms to be included in the ordinance that will be sent to every individual property owner and business license holder in the City and County; should be city-wide coverage otherwise very confusing to businesses operating in different parts of the City

   3) Dan Beam, Interaction Associates: described the consensus building process undertaken by the Commercial Leasing Task Force

4) Marsha Garland, Broadway/Barbary Coast Association: supports legislation as proposed

5) Steve Rascher, Golden Gate Business Association: GGBA supports the recommendations and legislation

6) Colleen Spalteholz, Golden Gate Restaurant Association: supports the recommendations

7) Robert McCarthy, Walter H. Shorenstein Companies: urge Commission to defer consideration of the issue, urge a one month delay

8) Robert Herr, Pillsbury, Madison and Sutro: see attached written testimony

9) Debra Stein: presented findings of public opinion survey of C-3, M-1, and M-2 districts

10) Zane Gresham, Morrison and Foerster: urge further study by the Commission, focus on education and research efforts

11) Malcolm Thornley, Council of District Merchants: legislation protects all small businesses; opposes commercial rent controls; supports legislation

12) Marc Intermaggio, Building Owners and Managers Association: support recommendations for education and study of the problem, legislation should not cover office buildings

13) Steven Glatt, South of Market business: need commercial rent mediation

14) Peter Hanson, attorney: addressed specific points raised by other speakers; opposes geographic exemption

15) Joseph Powell, attorney: legislation seems fair; recommendation is benign

16) Scott Hauge, small business owner: supports recommendations

17) Brad Paul: must protect small businesses throughout the City, including downtown; urge a unanimous vote on entire package

18) Kamina Gupta: voluntary mediation process is needed; the job of this Commission is to represent the interest of small businesses; adopt the leasing recommendations and let Board of Supervisors make compromises on legislation

19) Dick Morten, Chamber of Commerce: reiterate that the Executive Director of the Chamber requests a continuance by the Commission in order for outstanding issues to be resolved

There being no further testimony, the public hearing was closed. A number of the Commissioners urged that the report of the Task Force be adopted in its entirety and forwarded to the Board of Supervisors for consideration. A motion was approved unanimously to: adopt the recommendations of the Commercial Leasing Task Force and transmit the report to the Board of Supervisors for consideration.

Ayes: Danielson, Fang, Hoffman, Huskisson, Lilienthal, Pettigrew, Pimsleur, Rascher, and Rodriguez
Noes: none
Absent: Warner

4. CONSIDERATION OF RESOLUTION TO ADOPT COMMERCIAL LEASING TASK FORCE RECOMMENDATIONS

PUBLIC TESTIMONY

1) Alice Barkley: urge the Commission to continue examining the permanent rezoning controls

After lengthy discussion, the Commission approved a motion to transmit to both the Planning Commission and the Board of Supervisors the concerns of small business and the Commission's intent to continue working on modifications with the Planning staff.

5. ADJOURNMENT

The meeting was adjourned at 7:45 PM.

SMALL BUSINESS ADVISORY COMMISSION

March 9, 1987

The Agenda of this meeting is missing.

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SMALL BUSINESS ADVISORY COMMISSION

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GEORGE RODRIGUEZ
CHARLES WARNER

MINUTES

REGULAR MEETING

MARCH 9, 1987

ROOM 282 CITY HALL

5:00 P.M.

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1. CALL TO ORDER

   The meeting was called to order by President Lilienthal at 5:15 P.M.

2. ROLL CALL

   The Commission Secretary called the roll. The following Commissioners were present and constituted a quorum: Danielson, Huskisson, Lilienthal, Quan, Rascher, and Rodriguez.

   Commissioners Pettigrew, Pimsleur and Warner were excused.

   Commissioners Hoffman arrived later in the meeting.

3. APPROVAL OF MINUTES

   The minutes of the February 9, 1987 and February 23, 1987 meetings were approved.

4. COMMUNICATIONS

   Letters expressing support for the Commission's adoption of the Commercial Leasing Task Force have been received during the past month.

5. REPORT OF THE DIRECTOR

   Mr. Witte reported that the recommendations of the Commission on commercial leasing have been transmitted to the Board of Supervisors. And that Supervisor Walker would be introducing the package today at the Board for consideration by the appropriate Committee.

6. Presentation by Businesses at Hunters Point Shipyard:

After a brief video presentation, Scott Madison, Chairman of Businesses at Hunters Point Shipyard, asked the Commission to endorse their efforts to maximize the opportunities for small businesses at the shipyard. The Commission adopted a resolution endorsing the business association's efforts and referred the issue to the Commission's Economic Development Committee.

7. Public Comment

Mr. John Yen, 1230 Grant Avenue, and Mr. Henrik Jorgenson, 1228 Grant Avenue: described their leasing situation and inability to negotiate with their new landlord.

The Commission directed staff to look into this particular rent situation.

8. Election of Officers

Bruce W. Lilienthal was unanimously re-elected President. Elliot Hoffman was unanimously elected Vice President.

9. Committee Reports

Data and Research Committee: Commissioner Quan reported that the Committee was reviewing information from San Jose and Los Angeles. The Committee has met with representatives from various State offices to discuss the possibility of funding a pilot CityFax project. A draft concept paper has been prepared and will be distributed to members of the Commission.

Economic Development Committee: Commissioner Rodriguez reported that the Committee met on March 4th and presented a document re-stating goals and objectives for economic development.

10. Commission Objectives for 1987-88

The Commission decided to continue with tasks and activities begun this past year. The Commission's primary focus, however, will be economic development. Modifications to the Payroll/Gross Receipts Tax and the creation of other incentives for business development were discussed as specific tasks for 1987-88.

The Commission's May public hearing will focus on the topic of incentives and barriers to business attraction and retention efforts.

8. ADJOURNMENT

The meeting was adjourned by President Lilienthal at 8:20 P.M.

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CITY AND COUNTY OF SAN FRANCISCO

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ROLAND QUAN
STEVEN RASCHER
GEORGE RODRIGUEZ
CHARLES WARNER

NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

APRIL 13, 1987

ROOM 282 CITY HALL

5:00 P.M.

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ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FOR MARCH 9, 1987
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. CALENDAR MATTERS
   - A. OLD BUSINESS

     PROGRESS REPORTS ON COMMERCIAL LEASING AND STATUS OF HUNTER'S POINT BUSINESSES

     1987 COMMISSION PRIORITIES

   - B. NEW BUSINESS
7. PUBLIC COMMENT
8. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS
9. ADJOURNMENT

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GEORGE RODRIGUEZ
CHARLES WARNER

MINUTES

REGULAR MEETING

APRIL 13, 1987

ROOM 282 CITY HALL

5:00 P.M.

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1. CALL TO ORDER

   The meeting was called to order by President Lilienthal at 5:15 P.M.

2. ROLL CALL

   The Commission Secretary called the roll. The following Commissioners were present: Danielson, Huskisson, Lilienthal, Quan, and Rodriguez.

   Excused: Commissioner Hoffman

   Commissioner Pimsleur arrived at 5:20 P.M.

3. COMMUNICATIONS

   Letters expressing support for the Commission's adoption of the Commercial Leasing Task Force have been received during the past month.

4. REPORT OF THE DIRECTOR

   Sue Lee reported on the status of a bill at the State legislature regarding pre-emption of commercial rent control and its effect on the Commission's lease notification ordinance as well as the City's planning and zoning regulations.

   President Lilienthal added that four representatives (Elliot Hoffman, Peter Hanson, Sue Lee and himself) testified at the Senate Judiciary Committee on the effect of the bill on the notification ordinance. Senator Keene, sponsor of the bill, has agreed to discuss amendments to modify the bill to allow for San Francisco's ordinance.

   Sue Lee also reported that the Board of Supervisors have requested legislation to modify the payroll/gross receipts tax which will be heard by the Finance Committee.

Regarding the Hunters Point Shipyard businesses, a meeting was held with representatives of the business association, the Navy and the Mayor's Office. The Navy has informed their tenants that most licenses will be extended through June 1988. This gives both the City and the tenant businesses a timeframe within which to plan for relocation.

6. COMMITTEE REPORTS

Neighborhood/Commercial Rezoning:
A meeting on May 2nd at 100 Larkin Street was scheduled to discuss the Commission's recommendations to the Planning Commission.

Data and Research Committee:
Commissioner Quan distributed copies of a draft concept paper on the CityFax project.

7. 1987 COMMISSION PRIORITIES

President Lilienthal suggested that the some of the Commission's meetings this year be held outside City Hall, in the neighborhoods. The Commission approved a motion to hold its June meeting in the Geary Blvd./Clement area.

President Lilienthal then made the following assignments:
Education Subcommittee: Danielson, Fang
Commercial Leasing Study: Huskisson, Rascher
Business Attraction/Retention: Hoffman, Rodriguez, Pettigrew, Warner (Special Projects)
Data and Research: Quan
Public Relations: Pimsleur

8. PUBLIC COMMENT

Mervyn Silverberg, San Franciscans for Neighborhood Enterprise: submitted position paper on neighborhood/commercial rezoning

Joan Buchner: stated her concern regarding the displacement of many local businesses

Commissioner Danielson stated her concern that several businesses that she does business with have left the city. She suggested that these moves be monitored by the Commission and that these businesses be contacted by the City to discover why they have moved.

9. ADJOURNMENT

The meeting was adjourned by President Lilienthal at 6:10 P.M.

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SMALL BUSINESS ADVISORY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

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CHARLES WARNER

NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

MAY 11, 1987

ROOM 282 CITY HALL

5:00 P.M.

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ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FOR APRIL 13, 1987 MEETING
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. CALENDAR MATTERS
   - A. **PUBLIC HEARING - 5:30 P.M.**

     TOPIC: DOING BUSINESS IN THE CITY -- INCENTIVES AND OBSTACLES
7. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS
8. ADJOURNMENT

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SMALL BUSINESS ADVISORY COMMISSION

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CHARLES WARNER

MINUTES

REGULAR MEETING

MAY 11, 1987

ROOM 282 CITY HALL

5:00 P.M.

1. CALL TO ORDER

The meeting was called to order by President Lilienthal at 5:10 P.M.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present: Danielson, Fang, Huskisson, Lilienthal, Pettigrew, Quan, Rascher, Rodriguez and Warner.

Commissioners Hoffman and Pimsleur arrived later in the meeting.

3. APPROVAL OF MINUTES

The minutes for the Commission meeting of March 9, 1987 were approved. The minutes for the April 13, 1987 were also approved.

4. COMMUNICATIONS

Letters expressing support for the Commission's adoption of the Commercial Leasing Task Force have been received during the past month.

5. REPORT OF THE DIRECTOR

Executive Director Bill Witte reported on the status of the state bill to pre-empt local commercial rent control: After numerous meetings with representatives of the sponsor of the bill and testimony at the State Senate Judiciary Committee hearing, the City's attempts to amend the bill to allow for a notice provision as recommended by the Commission proved to be unsuccessful. The bill has been amended to allow a notice provision with no allowance for the tenant to holdover the tenancy but allowing monetary damages to the tenant in the event of non-notice. The bill has been voted out of the Senate Judiciary Committee and will probably reach the Senate floor for passage in the next weeks.

He also reported that the Finance Committee of the Board of Supervisors held a hearing on two proposals to modify the payroll tax. One proposal, sponsored by Supervisor Walker, that is supported by the Mayor, asks for a 5 year waiver for new and expanding businesses. The other proposal, sponsored by Supervisor Hongisto, asks for a 2 year waiver for newly established businesses. There is no consensus at the Board on either proposal. The Finance Committee continued both items indefinitely.

6. PUBLIC HEARING - 5:30 P.M.

TOPIC: DOING BUSINESS IN THE CITY -- INCENTIVES AND OBSTACLES

SPEAKERS:

1) Michael McGill, Executive Director, SPUR: summary of SPUR's analysis of economic outlook for San Francisco

2) Robert Gorlow, Prudential Land Company: presentation on concept of a bio-science center for SF

3) Tricia James, Executive Director, South of Market Business Association: representative of diverse business interests in South of Market, expressed concerns regarding future of the neighborhood

4) Robert Reeves, Showplace Square Area Association: unique problems and potential of Showplace Square area

5) Herb Riley, Executive Director, Printing Industries of Northern California: printing center project

6) Eddie Lau, Council of Asian American Business Associations: concerns regarding the City's contracting process, need for working capital loans and technical assistance to small businesses

7) Joe O'Donoghue, Residential Builders Association: small general contractors and builders not usually included in small business concerns but make up important economic sector

8) Mervyn Silverberg, San Franciscans for Neighborhood Enterprise: concerns regarding neighborhood commercial rezoning

9) Dan Beam: Small Business Advisory Commission should be catalyst to pull together economic development strategy

10) Brad Paul, Executive Director, North of Market Planning Council and North Beach resident: encouraged the creation of voluntary neighborhood groups consisting of residents and businesses to address problems; suggested changes in permit process

7. COMMITTEE REPORTS

Planning and Zoning Committee will meet on June 1st to develop recommendations to Planning Commission on neighborhood commercial rezoning plan

Data and Research Committee met on May 6th and broke into three groups to look at a) technical aspects of CITYFAX project, b) funding possibilities for project, and c) generating other support for CITYFAX.

8. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS

The Commission approved a motion to hold its July Commission meeting in the Richmond District area, place to be determined.

9. ADJOURNMENT

The meeting was adjourned at 8:25 P.M.

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SMALL BUSINESS ADVISORY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

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NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

JUNE 8, 1987

ROOM 282 CITY HALL

5:00 P.M.

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ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FOR MAY 11, 1987 MEETING
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. CALENDAR MATTERS
   - A) OLD BUSINESS
     - COMMITTEE REPORTS
       - 1) PLANNING AND ZONING COMMITTEE RECOMMENDATIONS REGARDING NEIGHBORHOOD COMMERCIAL REZONING PLAN
       - 2) CITYFAX TASK FORCE (DATA AND RESEARCH COMMITTEE)
       - 3) ECONOMIC DEVELOPMENT COMMITTEE
       - 4) COMMERCIAL LEASING COMMITTEE
   - B) NEW BUSINESS
     - 1) ANNUAL REPORT
7. PUBLIC COMMENT
8. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS
9. ADJOURNMENT

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CHARLES WARNER

MINUTES

REGULAR MEETING

JUNE 8, 1987

ROOM 282 CITY HALL

5:00 P.M.

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1. CALL TO ORDER

The meeting was called to order by President Lilienthal at 5:10 P.M.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present: Danielson, Hoffman, Huskisson, Lilienthal, Pettigrew, Pimsleur, Quan, Rodriguez, and Warner.

Commissioner Fang arrived later in the meeting.

Commissioner Rascher was excused.

3. APPROVAL OF MINUTES

The minutes for the Commission meeting of May 11, 1987 were approved.

4. COMMUNICATIONS

No communications.

5. REPORT OF THE DIRECTOR

Secretary Sue Lee reported on the status of Senate bill SB692 to pre-empt local commercial rent control. The bill has not yet passed the Senate. Once it does, it will be sent to the Assembly Housing and Community Development Committee. The California League of Cities is continuing its lobbying efforts against the bill. Secretary Sue Lee also reported on the status of the City's efforts to assist the tenants at the Hunters Point Naval Shipyard. According to the Navy, licenses of many of the tenants will be extended through June 30, 1988. To accommodate the needs of the tenants, the Navy will maintain rents at the current levels.

Commissioner Chuck Warner has requested that another

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project.

3) ECONOMIC DEVELOPMENT COMMITTEE

No report.

4) COMMERCIAL LEASING COMMITTEE

The first Commercial Leasing seminar will be held on June 17, 1987 at the San Francisco Italian Athletic Club at 6 P.M. (see attached materials)

5) NEIGHBORHOOD MEETINGS

The August meeting of the Commission will be held at the UCSF Laurel Heights campus. The Geary Boulevard Merchants Association is interested in cosponsoring the meeting, other organizations will also be asked to participate.

Commissioners Huskisson, Danielson, Pettigrew were asked to asked to assist in planning the agenda and program for the August meeting.

7. PUBLIC COMMENT

No public comment.

8. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS

Commissioner Pimsleur expressed concern about an interpretation of the ordinance regulation street fairs and the issue of allow nonprofit groups to sell their goods at such events without the permission of the sponsoring organization.

Commissioner Fang reported that a national convention of librarians was scheduled for Civic Auditorium later in the month and asked fellow commissioners to participate.

Commissioners Fang and Pettigrew will draft a letter to welcome the Library Convention.

9. ADJOURNMENT

The meeting was adjourned at 7:25 P.M.

Commissioner be assigned to task of liaison with the Hunters Point Naval Shipyard tenants, because of a possible conflict of interest.

6. CALENDAR MATTERS

A) OLD BUSINESS

COMMITTEE REPORTS

1) PLANNING AND ZONING COMMITTEE RECOMMENDATIONS REGARDING NEIGHBORHOOD COMMERCIAL REZONING PLAN

Commissioner Pimsleur presented the report from the Planning and Zoning Committee. (see attached)

After substantial discussion, changes in the recommendations were made to reflect the concerns of the entire Commission. The final recommendations as adopted by the Commission are as follows:

1. After hearings on February 9 and 23, the Commission urged that language in the master plan policies be strengthened to encourage small business development. The Commission is interested in reviewing the proposed changes in the language.

2. The Commission is concerned about master plan policy statements restricting small business market areas in or to the neighborhoods.

3. The Commission urges the Planning Commission to permit upper story commercial and professional uses where appropriate and allow for the retention of such uses by keeping the upper story conversions Conditional rather than Not Permitted. The Commission feels this is particularly appropriate in new construction in neighborhood commercial areas where such uses are already in place.

4. The Commission asks the Planning Commission to evaluate use size in the 24th Street/Mission/Valencia area to determine whether use and size restrictions should be changed, and to consider zoning changes in the northern portions of Mission and Valencia (formerly zoned CM), and other areas where use size is a concern, near the Armory to allow for auxiliary businesses that would be needed to support the film/video industry.

2) CITIFAX TASK FORCE (DATA AND RESEARCH COMMITTEE)

Commissioner Quan reported that the Committee has formed three subcommittees, Technical, Marketing, and Support to work on various aspects of the Cityfax

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NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

JULY 13, 1987

ROOM 282 CITY HALL

5:00 P.M.

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JUL 11 1987

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ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FOR JUNE 8, 1987 MEETING
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. CALENDAR MATTERS
   - A) OLD BUSINESS
     - 1) COMMITTEE REPORTS
       - a) CITYFAX TASK FORCE (DATA AND RESEARCH COMMITTEE)
       - b) ECONOMIC DEVELOPMENT COMMITTEE
       - c) COMMERCIAL LEASING COMMITTEE
   - B) NEW BUSINESS
     - 1) NOVEMBER BALLOT MEASURE ON NEIGHBORHOOD PARKING FACILITIES
7. PUBLIC COMMENT
8. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS
9. ADJOURNMENT

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MINUTES

REGULAR MEETING

JULY 13, 1987

ROOM 282 CITY HALL

5:00 P.M.

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1. CALL TO ORDER

The meeting was called to order by President Lilienthal at 5:10 P.M.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present: Danielson, Hoffman, Huskisson, Lilienthal, Pimsleur, Quan, Rascher and Rodriguez.

Commissioners Pettigrew and Warner were excused.

Commissioner Fang was absent.

3. APPROVAL OF MINUTES

The minutes for the Commission meeting of June 8, 1987 were approved.

4. COMMUNICATIONS

A letter articulating the position of SBAC regarding the Neighborhood Commercial Rezoning proposal was sent to the City Planning Commission.

5. REPORT OF THE DIRECTOR

Executive Director Bill Witte reported that MOHED has had weekly meetings with the Hunters Point Naval Shipyard businesses to assist in locating sites and obtain financing. MOHED is currently conducting a survey to assess the needs of Hunters Points Shipyard businesses regarding relocation: 197 surveys were sent out to the businesses and 140 have responded. In

addition, MOHED is currently conducting inventory of spaces for light industrial use in the City.

Secretary Sue Lee reported that the Senate Bill SB 692 to pre-empt local commercial rent control was approved by the Senate and has been sent to the Assembly's Housing and Community Development subcommittee on July 17, 1987.

President Lilienthal requested the staff to write a letter to the City Attorney to advise SBAC on the lease notification legislation.

6. CALENDAR MATTERS

A) OLD BUSINESS

1) COMMITTEE REPORTS

A) CITIFAX TASK FORCE (DATA AND RESEARCH COMMITTEE)

Commissioner Quan reported that the Committee has formed three subcommittees, Technical, Marketing, and Support to work on various aspects of the Cityfax project. A full report will be submitted in two months.

B) ECONOMIC DEVELOPMENT COMMITTEE

No report.

C) COMMERCIAL LEASING COMMITTEE

The first Commercial Leasing Seminar was on June 17, 1987 at The San Francisco Italian Athletic Club in North Beach by two instructors form the Institute of Real Estate Management (IREM). Other IREM members have expressed interest to conduct more seminars on more specific topics and to form a pool of volunteer mediators.

B) NEW BUSINESS

1) NOVEMBER BALLOT MEASURE ON NEIGHBORHOOD PARKING FACILITIES

Director of Parking Authority Ray King urged the SBAC to support the proposition authorizing financing for acquisition, construction and completion of parkings lots and garages serving various neighborhood/commercial districts in the City.

Commisioner Pimsleur made a motion to support Proposition F. The motion was seconded and passed

unanimously.

7. PUBLIC COMMENT

Mr. Merv Silberberg spoke to commend the effort of SBAC to organize the North Beach Commercial Leasing Seminar. He also expressed a concern that the zoning codes have become too complicated to understand.

Mr. Scott Hauge reported on the status on the House Bill HR 925 that would require employers who have more than 15 employees to provide mandatory employee benefits. He expressed dissapointment that the Board of Supervisors passed a resolution to support HR 925 without input from SBAC.

Commissioners Huskisson and Rodriguez were appointed to the mandatory benefit subcommittee to study the issue and to draft a letter asking the Board of Supervisors to request inputs from SBAC on issues relating to small businesses.

8. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS

A) NEIGHBORHOOD COMMERCIAL REZONING PLAN

Commissioner Pimsleur requested the staff to write a letter to commend the Planning Commission for making the changes in the Neighborhood Commercial Rezoning Plan as recommended by SBAC.

B) FRANCHISE TAX BOARD NEW TAX CODES

Commissioner Quan expressed a desire for SBAC to write a letter to support the Franchise Tax Board for revising the tax codes on a number of items that would benefit small businesses. The issue was referred to a subcommittee for further study.

9. ADJOURNMENT

The meeting was adjourned at 6:45 P.M.

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Cancelled

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CITY AND COUNTY OF SAN FRANCISCO

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CHARLES WARNER

NOTICE OF MEETING CANCELLATION

THE AUGUST 10, 1987 MEETING OF THE SMALL BUSINESS ADVISORY COMMISSION IS CANCELLED.

THE NEXT MEETING OF THE COMMISSION WILL TAKE PLACE ON MONDAY, SEPTEMBER 14, 1987 IN ROOM 282 CITY HALL AT 5:00 P.M.

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CHARLES WARNER

NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

SEPTEMBER 14, 1987

ROOM 282 CITY HALL

5:00 P.M.

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ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FOR JULY 13, 1987 MEETING
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. CALENDAR MATTERS
   - A) COMMITTEE REPORTS
     - 1) CITYFAX TASK FORCE (DATA AND RESEARCH COMMITTEE
     - 2) ECONOMIC DEVELOPMENT COMMITTEE
     - 3) COMMERCIAL LEASING COMMITTEE
   - B) PUBLIC HEARING _ 5:30 PM
   - C) APPOINTMENT TO HAZARDOUS WASTE MANAGEMENT PLAN ADVISORY COMMITTEE
7. PUBLIC COMMENT
8. INTRODUCTION OF NEW BUSINESS BY COMMSSIONERS
9. ADJOURNMENT

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CHARLES WARNER

MINUTES

REGULAR MEETING

SEPTEMBER 14, 1987

ROOM 282 CITY HALL

5:00 P.M.

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1. CALL TO ORDER

The meeting was called to order by President Lilienthal at 5:15 PM.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present: Danielson, Fang, Hoffman, Lilienthal, Pimsleur, Quan, and Warner.

Commissioners Huskisson, Pettigrew, Rascher, and Rodriguez were excused.

3. APPROVAL OF MINUTES

The minutes for the Commssion meeting of July 13, 1987 were approved.

4. COMMUNICATIONS

A letter from the Human Rights Commission requesting SBAC to hold a hearing on bonding and insurance requirements for small businesses was received.

5. REPORT OF THE DIRECTOR

Executive Director Bill Witte reported that the City has to produce a relocation plan of the Hunters Points Shipyard small businesses as required by the Memorandum

of Understanding of homeporting the Missouri. MOHED will make the plan available to the Commissioners for comments before the final submission.

In addition, the Guide on Starting a Small Business in San Francisco will be ready for distribution no later than October. Pacific Bell will do lay out free of charge and printing will be arranged at no cost.

6. CALENDAR MATTERS

A) COMMITTEE REPORTS

1) CITYFAX TASK FORCE (DATA AND RESEARCH COMMITTEE)

Commissioner Quan said that he will draft a proposal on CITIFAX and asked the Commissioner for a letter of support.

2) ECONOMIC DEVELOPMENT COMMITTEE

Commissioner Hoffman stated that he will ask different groups to join the Economic Development Committee in a few months.

3) COMMERCIAL LEASING COMMITTEE

Commissioner Danielson reported that the second Commercial Leasing Seminar at the French Hospital attracted more than 60 people. The next Commercial Leasing Seminar will be hold at the Main Library at the Civic Center in the Commission room on October 27, 1987 at 6:00 PM.

B) APPOINTMENT TO HAZARDOUS WASTE MANAGEMENT PLAN ADVISORY COMMITTEE

Commissioner Pimsleur made a motion to form a subcommittee to review applications to select a SBAC representative on the Harzardous Waste Management Plan Advisory Committee and to report to the Commission at the next meeting. Commissioner Warner will chair the sub committee and Commissioners Lilienthal and Pimsleur are the other members. The motion was seconded and passed unanimously.

C) PUBLIC HEARING _ 5:30 PM

Ms. Ruth Scott from the Institute of Family Business expressed interest in cosponsoring seminars with SBAC.

Mr. Silverberg asked if SBAC had any responses to the Board of Supervisors' Planning, Housing and Development

Committee on September 22, 1987 regarding the neighborhood commercial rezoning plan.

Commissioner Quan made a motion to forward the Commission's position on the neighborhood commercial rezoning plan and to testify at the meeting and to expound on items recommended by SBAC but were not included in the plan, especially on the provision to use the upper floors for commercial purposes. The motion was seconded and passed unanimously.

7. INTRODUCTION OF NEW BUSINESS BY COMMSSIONERS

Commissioner Pimsleur asked the SBAC to support the the Film Advisory Council report to be presented to the Mayor next week. She noted that many small businesses will benefit from the effort of the Council to attract the film industry to locate in San Francisco.

Commissioner Quan made a motion to hold a public hearing on the bonding and insurance requirements for city contracts at the next Commission meeting on October 13, 1987. The motion was seconded and pass unanimously.

President Lilienthal announced that the Small Business Candidate Night, sponsored by the San Francisco Small Business Network, has been moved to Wednesday October 7, 1987 at 7:30 pm in the A.P. Gianinni Auditorium of the Bank of America Headquarters, 555 California Street.

8. ADJOURNMENT

The meeting was adjourned at 6:10 PM.

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SMALL BUSINESS ADVISORY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

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TERRY PIMSLEUR
ROLAND QUAN
STEVEN RASCHER
GEORGE RODRIGUEZ
CHARLES WARNER

NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

TUESDAY OCTOBER 13, 1987

ROOM 282 CITY HALL

5:30 P.M.

DOCUMENTS DEPT.
OCT 5 1987
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ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FOR SEPTEMBER 14, 1987 MEETING
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. APPOINTMENT TO HAZARDOUS WASTE MANAGEMENT PLAN ADVISORY COMMITTEE
7. PUBLIC HEARING

   BONDING AND INSURANCE REQUIREMENTS FOR CITY CONTRACTS
8. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS
9. ADJOURNMENT

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10/13/87

SMALL BUSINESS ADVISORY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

DIANNE FEINSTEIN
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MINUTES

REGULAR MEETING

OCTOBER 13, 1987

ROOM 282 CITY HALL

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5:30 P.M.

1. CALL TO ORDER

The meeting was called to order by President Lilienthal at 5:40 PM.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present: Danielson, Hoffman, Huskisson, Lilienthal, Quan, and Rodriguez.

Commissioners Fang, Pettigrew, Rascher, and Warner were excused. Commissioner Pimsleur arrived later in the meeting.

3. APPROVAL OF MINUTES

The minutes for the Commission meeting of October 13, 1987 were approved.

4. COMMUNICATIONS

Various communications concerning the SBAC's appointment to the Hazardous Waste Management Plan Advisory Committee were received.

5. REPORT OF THE DIRECTOR

Commissioner Secretary Sue Lee reported that the publication on how to start a small business in San Francisco will be finished in time for the San Francisco Chronicle Small Business Symposium.

6. APPOINTMENT TO HAZARDOUS WASTE MANAGEMENT PLAN

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ADVISORY COMMITTEE

The selection subcommittee recommended Mr. Larry Borsian, owner of a small cabinetshop and past president of Bay Area Woodworkers, to be the SBAC representative on the Hazardous Waste Management Plan Advisory Committee . Commissioner Huskisson moved to approve the recommendation. The motion was seconded by Commissioner Pimsleur and passed unanimously.

7. PUBLIC HEARING _ BONDING AND INSURANCE REQUIREMENTS FOR CITY CONTRACTS.

Mr. Richard Burns, Small Business Administration: explained the SBA bond program and expressed concern regarding exemption of bond requirements.

Mr. Keith Grand, Risk Manager of City and County of San Francisco: reported on the procedures, philosophy and problems of the City bonding requirements.

Mr. Frank Anderson, Human Rights Commission: reported on the effort of the Human Rights Commission to assist minority owned and women owned businesses to overcome obstacles created by bonding and insurance requirements of the City.

Ms. Pansy Waller, Human Rights Commission: thanked SBAC on conducting this hearing.

Mr. Scott Hauge, Cal Insurance: urged the City to waive bonding requirements for contracts under $50,000.

Mr. Joe Gonzalez, Geotech Consult. Inc.: proposed that the City becomes self insured on liability insurance and on error and obmission insurance.

Ms. Ruth Gordon, Society of Women's Engineers: advocated project insurance as an alternative to unnecessary professional and liabilities insurance.

Mr. Steve Lee, United Asian Contractors: suggested that the City use a lien release procedure instead of bonding.

Mr. Jimmy Kwok, General Contractor: urged the City to exempt contracts less than $100,000 and suggested that the City invites an insurance company to administer self- insurance program for the City.

Mr. Jim Leech, Effective Security Services: reported that he attempted to do business with the City but has not been successful because of bonding and insurance requirements.

Mr. Pat Valdez, Small Business Corporation: described his company's services and suggested that the City uses a similar escrow system instead of requiring bonds.

Mr. Armand Garza, Self employed structure engineer: expressed concern of non payment to suppliers if the bonding requirements are exempted.

Mr. Dave Garrison, Minority Contractor Association: stated the problem for small business owners is that insurance companies would not issue bond for less than $50,000 unless the owners use their own house as collateral.

Mr. Vernon Gary stated that the bonding requirements should be more flexible.

At the conclusion of the hearing Commissioner Lilienthal asked whether an experimental program requiring contractors to pay 2% of contracts less than $50,000 in lieu of bonding would work. Upon the successful completion of the contract, 1% would be refunded, leaving the remains 1% in the pool to cover contingencies.

8. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS

Commissioner Rodriguez raised questions about the proposed Preferential Residential Parking Permit Program on Valencia Street between Twenty-fourth Street and Twenty-fifth Street. Merchants on Valencia Street are concerned that their customers will be unable to park and have written a letter to the Board of Supervisors to protest the program.

Commissioner Danielson requested staff to report on the prefential parking matter at the next meeting.

Commissioner Lilienthal will testify at the Board of Supervisors' Committee to support the P.U.C. proposal to exempt contracts less than $50,000.

Commissioner Rodriguez requested staff to investigate the matter of increased commercial garbage rates by the Scavenger Companies.

9. ADJOURNMENT

The meeting was adjourned at 8:20 PM.

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NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

NOVEMBER 9, 1987
ROOM 282 CITY HALL

5:00 P.M.

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ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FOR OCTOBER 13, 1987 MEETING
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. CALENDAR MATTERS
   - A) OLD BUSINESS
     - 1) BONDING AND INSURANCE REQUIREMENTS FOR CITY CONTRACTS
   - B) NEW BUSINESS
     - 1) PROCEDURES FOR PERIODIC REVIEW OF NEIGHBORHOOD COMMERCIAL ZONING
7. PUBLIC COMMENT
8. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS
9. ADJOURNMENT

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MINUTES

MAYOR'S SMALL BUSINESS ADVISORY COMMISSION

REGULAR MEETING

November 9, 1987

Room 282 City Hall

5:00 P.M.

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1. CALL TO ORDER

The meeting was called to order by President Lilienthal at 5:15 P.M.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present: Danielson, Fang, Huskinson, Lilenthal, Quan, Rascher and Warner.

Commissioners Hoffman and Pimsleur arrived late in the meeting. Commissioners Rodriquez was excused due to illness. Commissioner Pettigrew was absent.

3. APPROVAL OF MINUTES

The minutes for the Commission meeting of October 13, 1987 were approved.

4. COMMUNICATIONS

Various communications concerning the requirement that SBAC appointees to the Hazardous Waste Plan Advisory Committee reside in San Francisco were received.

5. REPORT OF THE DIRECTOR

Commission Secretary Sue Lee reported on SBAC participation in the successful San Francisco Chronicle Small Business Symposium.

6. CALENDAR MATTERS

A) OLD BUSINESS

1. BONDING AND INSURANCE REQUIREMENTS FOR CITY CONTRACT

Commissioner Huskisson prepared a package of documents on this subject which she had received. Commissioner Huskisson noted that three main points have evolved from her work with this material:

i) That Small Businesses don't know what information/programs are available. An education program should be established to deal with this problem.

ii) That the Commission should further inquire into the proposal for a revolving fund for small projects.

iii) That many other peripheral issues will arise in any bonding discussion.

The Commission also received a report on this subject from the Human Rights Commission and a transcript of the October 13, 1987 hearing.

President Lilienthal sought comments on the next steps the commission should take on this issue.

Commission Secretary Lee commented that the participation and cooperation of all the departments affected by possible legislation is essential. She commented that at this time the Commission has not received the City Attorney's analysis of the Bonding issue or Supervisor Kennedy's proposal.

Commissioner Quan moved and it was approved that the complete set of documents received on this subject by the Commission be sent to the affected parties.

A Bonding Task Force under the direction of Scott Hauge was created. This task force is chartered with seeking a broad representation on this subject and to follow-up on the Revolving Fund proposal. The first meeting of this task force is anticipated for the week of 11/16 - 11/20. The task force will report back to the Commission on December 14 with an initial progress report and recommendations.

B. NEW BUSINESS

1. PROCEDURE FOR PERIODIC REVIEW OF NEIGHBORHOOD COMMERCIAL ZONING

Inga Horton of City Planning gave the background of this issue and reported that the final proposal was adopted by the Board of Supervisors on November 9.

President Lilienthal reported that the Planning Commission has requested that SBAC provide a list of items that should be considered when formulating and determining review and monitoring procedures.

Commissioner Pimsleur will head a sub-committee to investigate and work on this item. Commissioners Rascher and Quan will assist. Preliminary findings of this sub-committee will be presented to the Commission at the December 14th meeting.

7. INTRODUCTION OF NEW BUSINESS

Commissioner Huskisson submitted to the Commission an update on Mandated Benefits Legislation. Commissioner Pimsleur informed the Commission of possible legislation which would reclassify festivals and possibly revise fee schedules for festival events.

Commissioner Hoffman informed the Commission of raises in the minimum Franchise Tax for the State of California from $200 to $300 in 1988, $600 in 1989, to $800 in 1990.

8. ADJOURNMENT

The meeting was adjourned at 6:15 p.m.

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SMALL BUSINESS ADVISORY COMMISSION

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NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

DECEMBER 14, 1987
ROOM 282 CITY HALL

5:00 P.M.

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ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FOR NOVEMBER 9, 1987 MEETING
4. COMMUNICATIONS
5. REPORT OF THE DIRECTOR
6. CALENDAR MATTERS
   - A) OLD BUSINESS
     - 1) REPORT FROM SUBCOMMITTEE ON: BONDING AND INSURANCE REQUIREMENTS FOR CITY CONTRACTS
   - B) NEW BUSINESS
     - 1) CONSIDER PROPOSED AMENDMENTS TO PLANNING CODE TO INCREASE SIZE AND HEIGHT OF GENERAL ADVERTISING SIGNS (BILLBOARDS) AND TO CHANGE OTHER REQUIREMENTS RELATING TO BILLBOARDS IN NEIGHBORHOOD COMMERCIAL DISTRICTS.
7. PUBLIC COMMENT
8. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS
9. ADJOURNMENT

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ADDENDUM I

NOTICE OF MEETING AND CALENDAR

REGULAR MEETING

DECEMBER 14, 1987
ROOM 282 CITY HALL

5:00 P.M.

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ORDER OF BUSINESS

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES FOR NOVEMBER 9, 1987 MEETING

4. COMMUNICATIONS

5. REPORT OF THE DIRECTOR

6. CALENDAR MATTERS

   A) OLD BUSINESS

      1) REPORT FROM SUBCOMMITTEE ON: BONDING AND INSURANCE REQUIREMENTS FOR CITY CONTRACTS

      2) REPORT FROM SUBCOMMITTEE ON: MONITORING OF NEIGHBORHOOD/COMMERCIAL ZONING CONTROLS

   B) NEW BUSINESS

      1) CONSIDER PROPOSED AMENDMENTS TO PLANNING CODE TO INCREASE SIZE AND HEIGHT OF GENERAL ADVERTISING SIGNS (BILLBOARDS) AND TO CHANGE OTHER REQUIREMENTS RELATING TO BILLBOARDS IN NEIGHBORHOOD COMMERCIAL DISTRICTS.

7. PUBLIC COMMENT

8. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS

9. ADJOURNMENT

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MINUTES

REGULAR MEETING

DECEMBER 14, 1987

ROOM 282 CITY HALL

5:00 P.M.

1. CALL TO ORDER

The meeting was called to order by President Lilienthal at 5:10 PM.

2. ROLL CALL

The Commission Secretary called the roll. The following Commissioners were present: Danielson, Fang, Hoffman, Lilienthal, Quan, Rascher, and Rodriguez.

Commissioner Huskisson was excused.
Commissioner Pimsleur arrived later in the meeting.
Commissioners Pettigrew and Warner were absent.

3. APPROVAL OF MINUTES

The minutes for the Commission meeting of November 9, 1987 were approved.

4. COMMUNICATIONS

Various communications concerning the Billboard Admendments were received.

5. REPORT OF THE DIRECTOR

Director Bill Witte reported that the publication A Guide to Starting a Small Business in San Francisco has finally arrived with the help of Pacific Bell. Director Witte suggested sending out a press release to all the local major newspapers and the neighborhood papers to publicize the availability of the Guide.

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Commissioner Fang offered to translate the publication into Chinese for free of charge.

The Commission directed that a letter to be sent to Pacific Bell expressing appreciation for its assistance.

6. CALENDAR MATTERS

A. OLD BUSINESS

1. REPORT FROM SUBCOMMITTEE ON: BONDING AND INSURANCE REQUIREMENTS FOR CITY CONTRACTS

Mr. Scott Hauge reported that the subcommittee is studying several alternatives to the City bonding requirements. A revolving fund proposal will be reviewed by the City Attorney. There was a question on the cost effectiveness of the proposal to withholding two percent (2%) of the contracts since the cost of administering the program might cost more than the withholding itself.

2. REPORT FROM SUBCOMITTEE ON: MONITORING OF NEIGHBORHOOD/ COMMERCIAL ZONING CONTROLS

Commissioner Pimsleur proposed the following recommendations from the Planning and Zoning Committee to be sent to the Planning Commission:

1. The Small Business Advisory Commission should undertake the review of the impact of the Neighborhood Commercial District Zoning on Small Business.

2. Information that the Commission would need includes but is not limited to:

a) Tabulation of permits approved and disapproved

b) Tabulation of permits where conditional use is required

c) Tabulation of conditions placed on permits granted

d) Copies or complaints, letters of concern from merchants and neighborhood groups received during the year

e) Spot checks on changes in inventory in the neighborhoods

3. It would be helpful to have information supplied on a quarterly basis.

4. It would be helpful to have information on the inquiries that never progress to permit applications. However, a system for retrieving the data could be combersome. It may be possible to see trends and problems arising by interviewing the zoning desk staff.

5. The Commission should hold hearings and invite merchants associations and neighborhood groups to respond to a specific group of questions and to voice members concerns or approvals on the impact of the zoning.

Commissioner Rodriguez seconded the motion.
The motion was adopted unanimously.

B. NEW BUSINESS

1. CONSIDER PROPOSED AMENDMENTS TO PLANNING CODE TO INCREASE SIZE AND HEIGHT OF GENERAL ADVERTISING SIGNS (BILLBOARDS) AND TO CHANGE OTHER REQUIREMENTS RELATING TO BILLBOARDS IN NEIGHBORHOOD COMMERCIAL DISTRICTS.

Mr. Scott Hauge reported that the Amendments faced strong opposition from various groups and individual such as San Francisco Chamber of Commerce, Telegraph Hill Neighbors, Calvin Welch, and Sue Hestor. The only supporter was from the billboard industry. Mr. Hauge urged the Commission to take a strong position against the Amendments.

Commissioner Danielson made a motion for SBAC to write a letter to the Planning Commission opposing the proposed amendments regulating billboards.

The motion was seconded and approved unanimously.

8. INTRODUCTION OF NEW BUSINESS BY COMMISSIONERS

None.

9. ADJOURNMENT

The meeting was adjourned at 6:05 PM.

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